



**FARRAGUT BOARD OF MAYOR AND ALDERMEN
AGENDA
June 28, 2018**

**BUDGET WORKSHOP
6:30 PM**

**BMA MEETING
7:00 PM**

- I. Silent Prayer, Pledge of Allegiance, Roll Call**
- II. Approval of Resolution R-2018-08, A Resolution to Accept the Resignation of Mayor Ralph McGill and Declaring a Mayoral Vacancy on the Farragut Board of Mayor and Aldermen**
- III. Oath of Office, Mayor**
 - A. Ron Pinchok
- IV. Approval of Agenda**
- V. Mayor's Report**
- VI. Citizens Forum**
- VII. Approval of Minutes**
 - A. June 14, 2018
- VIII. Ordinances**
 - A. Public Hearing and Second Reading
 - 1. Ordinance 18-03, ordinance to amend Appendix A-Zoning, Chapter 3., Specific District Regulations, of the Farragut Municipal Code, by adding the Neighborhood/Convenience Commercial Zoning District (NCC) (Town of Farragut, Applicant)

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It is the policy of the Town of Farragut not to discriminate on the basis of race, color, national origin, age, sex, or disability pursuant to Title VI of the civil Rights Act of 1964, Public Law 93-112 and 101-336 in its hiring, employment practices and programs. To request accommodations due to disabilities, please call 865-966-7057 in advance of the meeting.

2. Ordinance 18-05, ordinance to amend the height regulations for accessory buildings in the R-1, Rural Single-Family Residential Zoning District (Town of Farragut, Applicant)
3. Ordinance 18-07, ordinance to remove the General Commercial Storage District (CS-1) from Chapter 3 of the Farragut Zoning Ordinance (Town of Farragut, Applicant)
4. Ordinance 18-08, ordinance to remove mini-warehouse facilities from the list of permitted uses in the Regional Commercial (C-2) Zoning District and retain mini-warehouse facilities as a permitted use in the Regional Commercial, Retail/Warehousing (C-2-R/W) Zoning District (Town of Farragut, Applicant)
5. Ordinance 18-11, ordinance to rezone Parcel 12, Tax Map 162, 801 McFee Road, 20.267 Acres, from R-2 to R-1/OSR (Homestead Land Holdings, LLC, Applicant)
6. Ordinance 18-06, Ordinance to Establish the Fiscal Year 2019 Budget for the General Fund, State Street Aid Fund, Capital Investment Fund, Equipment Replacement Fund and Insurance Fund budgets of the Town of Farragut, Tennessee for the fiscal year beginning July 1, 2018 and ending June 30, 2019

B. First Reading

1. Ordinance 18-09, ordinance to rezone Parcel 58, Tax Map 151, located at 12639 Kingston Pike, 28.76 Acres, from R-2, R-1, and FPD to NCC, OS-P, and FPD (SITE Inc., Applicant)
2. Ordinance 18-10, ordinance to rezone Parcels 52, 54, 54.01, 55, and 57 Tax Map 151, located at 12723, 12733, 12737, 12751 Union Road, 115 Acres, from A and R-1, and R-1/OSR (SITE Inc., Applicant)

IX. Business Items

- A. Approval of request for a variance from the distance between driveways requirement in the Driveways and Other Accessways Ordinance in association with a requested right in right out access onto Concord Road for the property referenced as 816 Concord Road, Parcel 001, Tax Map 153B, Group B, .5 Acres, Zoned RA (Knox County) (John and Sarah Mailen, Applicant)
- B. Approval of Software Upgrade Proposal from Tyler Technologies
- C. Approval of Intergovernmental Agreement for Licensing South Central Planning and Development Commission (SCPDC) Software
- D. Approval of Memorandum of Understanding between the Town of Farragut and the Farragut Business Alliance
- E. Approval of Appointment to the Farragut Parks & Athletics Council

X. Town Administrator's Report

XI. Town Attorney's Report

Board of Mayor and Aldermen Meeting Public Comment Protocol

The Board of Mayor and Aldermen welcomes and invites citizens to participate in public meetings.

At the beginning of each meeting, there will be time reserved for public comment under the Citizen Forum agenda item. If you are interested in speaking, please fill out a blue comment card and turn it in to the Town Clerk or staff member. This time is set aside specifically for comments on items that are not on the Board of Mayor and Aldermen regular agenda for the meeting. Each speaker will be given five (5) minutes to speak on his/her topic.

During the regular agenda portion of the meeting there may be an allowance for public comment for each agenda item. The Mayor may recognize individuals for public comment based on the following guidelines:

1. The Mayor shall maintain and control the meeting to provide a professional and objective environment conducive to presentation and discussion of the agenda items;
2. Anyone interested in speaking should fill out a blue comment card stating which agenda item they would like to comment on and turn in to the Town Clerk or a staff member;
3. Speakers shall come to the podium and identify themselves by name and address;
4. Public comment shall be limited to five (5) minutes per individual, time may be extended at the discretion of the Mayor; time is not transferable to other speakers;
5. Speakers should strive to avoid redundancy;
6. Comments shall address issues, not individuals or personalities;
7. Comments may support or oppose particular issues or measures, but the motives of those with differing views shall not be questioned or attacked;
8. Personal attacks and malicious comments shall not be tolerated;
9. An applicant, and/or their representative(s), for an item on the regular agenda shall be afforded the time necessary to present their request and respond to questions. The five (5) minute limitation shall not apply. However, the Mayor may ask an applicant to stay on point in order to facilitate the efficiency of the meeting.



TOWN OF FARRAGUT

RESOLUTION R-2018-08

A RESOLUTION OF THE TOWN OF FARRAGUT, TENNESSEE, BOARD OF MAYOR AND ALDERMEN TO DECLARE VACANT THE SEAT OF MAYOR

WHEREAS, the Farragut Board of Mayor and Aldermen are saddened by the death of Mayor Ralph McGill, who passed away June 25 after a recent illness, and;

WHEREAS, Mayor McGill has served as mayor since April 2009, and;

WHEREAS, Mayor McGill was one of the founding fathers of Farragut and led a movement to incorporate the Town of Farragut that culminated with a successful voter referendum on January 16, 1980. His vision for a community with high development standards has been realized in the thriving municipality that continues to attract residents and businesses, and;

WHEREAS, during his two terms as mayor, the Town added numerous amenities, including the McFee park splash pad, an outdoor classroom, preserved the historic Campbell Station Inn, developed numerous greenway segments and improved several important road projects during his tenure.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Mayor and Aldermen of the Town of Farragut, Tennessee as follows:

- I. **Vacancy Declared.** The Board of Mayor and Aldermen hereby declares the mayoral seat held by Ralph McGill to be vacant as the date of this resolution.
- II. **Condolences extended to family and friends of Mayor Ralph McGill.** The Board of Mayor and Aldermen acknowledges Mayor McGill's many years of service to the community and extends its deepest sympathy to his wife Marianne, family and friends.

Passed and Approved this 28th day of June 2018 by Roll Call Vote of the Farragut Board of Mayor and Aldermen.

Ronald Pinchok, Vice-Mayor

Allison Myers, Town Recorder



**FARRAGUT BOARD OF MAYOR AND ALDERMEN
MINUTES
June 14, 2018**

**WORKSHOP
COMMITTEE APPOINTMENT
5:15 PM**

**LEGISLATIVE UPDATE
5:45 PM**

**BEER BOARD
6:20 PM**

**BMA MEETING
7:00 PM**

- I. Silent Prayer, Pledge of Allegiance, Roll Call**
- II. Approval of Agenda**
- III. Mayor's Report**
- IV. Citizens Forum**
- V. Approval of Minutes**
 - A. May 10, 2018
- VI. Ordinances**
 - A. First Reading
 - 1. Ordinance 18-03, ordinance to amend Appendix A-Zoning, Chapter 3., Specific District Regulations, of the Farragut Municipal Code, by adding the Neighborhood/Convenience Commercial Zoning District (NCC) (Town of Farragut, Applicant)

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3. Ordinance 18-07, ordinance to remove the General Commercial Storage District (CS-1) from Chapter 3 of the Farragut Zoning Ordinance (Town of Farragut, Applicant)
4. Ordinance 18-08, ordinance to remove mini-warehouse facilities from the list of permitted uses in the Regional Commercial (C-2) Zoning District and retain mini-warehouse facilities as a permitted use in the Regional Commercial, Retail/Warehousing (C-2-R/W) Zoning District (Town of Farragut, Applicant)
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7. Ordinance 18-11, ordinance to rezone Parcel 12, Tax Map 162, 801 McFee Road, 20.267 Acres, from R-2 to R-1/OSR (Homestead Land Holdings, LLC, Applicant)
8. Ordinance 18-06, Ordinance to Establish the Fiscal Year 2019 Budget for the General Fund, State Street Aid Fund, Capital Investment Fund, Equipment Replacement Fund and Insurance Fund budgets of the Town of Farragut, Tennessee for the fiscal year beginning July 1, 2018 and ending June 30, 2019

VII. Business Items

- A. Professional Services Agreement and Project Proposal, Community History
- B. Approval of Arts and Beautification Committee Charter
- C. Approval of the FY2019 Committee Appointments
- D. Approval of Resolution R-2018-06, Town of Farragut Debt Policy
- E. Approval of Resolution R-2018-07, FY2018-2019 Fee Schedule
- F. Approval of Bids for Contract 2018-09, Traffic Signal Improvements
- G. Approval of Bids for Contract 2019-01, Annual On-Call Road Maintenance
- H. Approval of Bids for Contract 2019-02, Annual On-Call Pavement Marking
- I. Approval of Bids for Contract 2019-03, Annual On-Call Guardrail Maintenance
- J. Approval of Bids for Contract 2019-04, Annual On-Call Signal Maintenance
- K. Approval of Change Orders 3-7, Contract 2018-06, Campbell Station Inn Stabilization
- L. Approval of Cost Share Agreement between the Town of Farragut and Homestead Land Holdings for Virtue Road Improvements

VIII. Town Administrator's Report

IX. Town Attorney's Report

Vice-Mayor Pinchok called the meeting to order at 7:00 PM. Members present were Aldermen Markli, Pinchok, Povlin and Williams; Mayor McGill was absent.

Approval of Agenda

Motion was made to approve the agenda with the postponement of items VI.A.5 & VI.A.6. Moved by Alderman Povlin, seconded by Alderman Williams; voting yes, Aldermen Markli, Pinchok, Povlin and Williams; Mayor McGill was absent; no nays; motion passed.

Approval of Minutes

Motion was made to approve the minutes of May 10, 2018 as presented. Moved by Alderman Povlin, seconded by Alderman Markli; voting yes, Aldermen Markli, Pinchok, Povlin and Williams; Mayor McGill was absent; no nays; motion passed.

Ordinances

First Reading

Ordinance 18-03, ordinance to amend Appendix A-Zoning, Chapter 3., Specific District Regulations, of the Farragut Municipal Code, by adding the Neighborhood/Convenience Commercial Zoning District (NCC) (Town of Farragut, Applicant)

Motion was made to approve Ordinance 18-03, as amended, on first reading. Moved by Alderman Povlin, seconded by Alderman Williams; voting yes, Aldermen Markli, Pinchok, Povlin and Williams; Mayor McGill was absent; no nays; motion passed.

Ordinance 18-05, ordinance to amend the height regulations for accessory buildings in the R-1, Rural Single-Family Residential Zoning District (Town of Farragut. Applicant)

Motion was made to approve Ordinance 18-05 on first reading. Moved by Alderman Markli, seconded by Alderman Povlin; voting yes, Aldermen Markli, Pinchok, Povlin and Williams; Mayor McGill was absent; no nays; motion passed.

Ordinance 18-07, ordinance to remove the General Commercial Storage District (CS-1) from Chapter 3 of the Farragut Zoning Ordinance (Town of Farragut, Applicant)

Motion was made to approve Ordinance 18-07 on first reading. Moved by Alderman Povlin, seconded by Alderman Markli; voting yes, Aldermen Markli, Pinchok, Povlin and Williams; Mayor McGill was absent; no nays; motion passed.

Ordinance 18-08, ordinance to remove mini-warehouse facilities from the list of permitted uses in the Regional Commercial (C-2) Zoning District and retain mini-warehouse facilities as a permitted use in the Regional Commercial, Retail/Warehousing (C-2-R/W) Zoning District (Town of Farragut, Applicant)

Motion was made to approve Ordinance 18-08, as amended, on first reading. Moved by Alderman Povlin, seconded by Alderman Williams; voting yes, Aldermen Markli, Pinchok, Povlin and Williams; Mayor McGill was absent; no nays; motion passed.

Ordinance 18-11, ordinance to rezone Parcel 12, Tax Map 162, 801 McFee Road, 20.267 Acres, from R-2 to R-1/OSR (Homestead Land Holdings, LLC, Applicant)

Motion was made to approve Ordinance 18-11 on first reading. Moved by Alderman Markli, seconded by Alderman Povlin; voting yes, Aldermen Markli, Pinchok, Povlin and Williams; Mayor McGill was absent; no nays; motion passed.

Ordinance 18-06, Ordinance to Establish the Fiscal Year 2019 Budget for the General Fund, State Street Aid Fund, Capital Investment Fund, Equipment Replacement Fund and Insurance Fund budgets of the Town of Farragut, Tennessee for the fiscal year beginning July 1, 2018 and ending June 30, 2019

After much discussion from citizens, a motion was made to approve Ordinance 18-07 on first reading. Moved by Alderman Markli, seconded by Alderman Williams.

An alternate motion was made to include a Pedestrian Signal on Grigsby Chapel Road, \$35,000, in the Capital Investment Program. Moved by Alderman Povlin, seconded by Alderman Williams; voting yes, Aldermen Markli, Pinchok, Povlin and Williams; Mayor McGill was absent; no nays; motion passed.

An alternate motion was made to include Improvements to Snyder Road and Campbell Station, \$305,000, in the Capital Investment Program. Moved by Alderman Povlin, seconded by Alderman Markli; voting yes, Aldermen Markli, Pinchok, Povlin and Williams; Mayor McGill was absent; no nays; motion passed.

Voting on the original motion with the amendments; voting yes, Aldermen Markli, Pinchok, Povlin and Williams; Mayor McGill was absent; no nays; motion passed.

Business Items

Professional Services Agreement and Project Proposal, Community History

Motion was made to approve the contract with Keith McDaniel dba Secret City Films to produce a community history film in the amount of \$25,000 plus up to \$1,000 for expenses. Moved by Alderman Markli, seconded by Alderman Povlin. An alternate motion was made to modify the payment schedule to 50%, 25% and 25%. Moved by Alderman Markli, seconded by Alderman Povlin; voting yes, Aldermen Markli, Pinchok, Povlin and Williams; Mayor McGill was absent; no nays; motion passed.

Voting on the original motion with the amendment; voting yes, Aldermen Markli, Pinchok, Povlin and Williams; Mayor McGill was absent; no nays; motion passed.

Approval of Arts and Beautification Committee Charter

Motion was made to approve the Arts and Beautification Committee Charter and to dissolve the former charters of both the Beautification Committee and the Arts Council. Moved

by Alderman Povlin, seconded by Alderman Markli; voting yes, Aldermen Markli, Pinchok, Povlin and Williams; Mayor McGill was absent; no nays; motion passed.

Approval of the FY2019 Committee Appointments

Motion was made to approve the following committee appointments. Moved by Alderman Povlin, seconded by Alderman Markli; voting yes, Aldermen Markli, Pinchok, Povlin and Williams; Mayor McGill was absent; no nays; motion passed.

Arts & Beautification Committee

2-year Appointments

Marty Rodgers

Barbara Allman

Betty Scott

TC Williams

Beverley Hammond

Nancy Wentz

1-year Appointments

Jennifer Roche

Jean Sanford

Board of Zoning Appeals

Jennifer Collins-5-year term

Museum Advisory Board

2-year Appointments

Joyce Moran

Gordon Michaels

Holly Nehls

Doris Henning

1-year Appointment

Linda Wimbrow

Parks & Athletics Council

2-year Appointments

Bob Brock

Debbie Pinchok

Jeff Devlin

Personnel Committee

2-year Appointments

Jeff Devlin

Laura Sloan

Plumbing, Gas, Mechanical

3-year Appointments

Stephen Byrd
Kenny Scramlin

School Liaison Committee

2-year Appointments

LeAnn Trotter
Cathy Pierce
Nancy Wentz

Stormwater Advisory Committee

2-year Appointments

Robert Hill-At Large Member
Valerie McFall-Water Quality
Kenneth Hawkins-Landscape

Visual Resources Review Board

2-year Appointments

Brittany Moore
Kaivon Kiumarsi
David Freeman

Approval of Resolution R-2018-06, Town of Farragut Debt Policy

Motion was made to approve Resolution R-2018-06. Moved by Alderman Markli, seconded by Alderman Povlin; voting yes, Aldermen Markli, Pinchok, Povlin and Williams; Mayor McGill was absent; no nays; motion passed.

Approval of Resolution R-2018-07, FY2018-2019 Fee Schedule

Motion was made to approve Resolution R-2018-07. Moved by Alderman Markli, seconded by Alderman Williams; voting yes, Aldermen Markli, Pinchok, Povlin and Williams; Mayor McGill was absent; no nays; motion passed.

Approval of Bids for Contract 2018-09, Traffic Signal Improvements

Motion was made to award Contract 2018-09 to Progression Electric, \$51,045.93. Moved by Alderman Povlin, seconded by Alderman Williams; voting yes, Aldermen Markli, Pinchok, Povlin and Williams; Mayor McGill was absent; no nays; motion passed.

Approval of Bids for Contract 2019-01, Annual On-Call Road Maintenance

Motion was made to award Contract 2019-01 to J.G. Mullins. Moved by Alderman Povlin, seconded by Alderman Markli; voting yes, Aldermen Markli, Pinchok, Povlin and Williams; Mayor McGill was absent; no nays; motion passed.

Approval of Bids for Contract 2019-02, Annual On-Call Pavement Marking

Motion was made to award Contract 2019-02 to Volunteer Highway Supply. Moved by Alderman Povlin, seconded by Alderman Markli; voting yes, Aldermen Markli, Pinchok, Povlin and Williams; Mayor McGill was absent; no nays; motion passed.

Approval of Bids for Contract 2019-03, Annual On-Call Guardrail Maintenance

Motion was made to award Contract 2019-03 to Roadway Solutions. Moved by Alderman Povlin, seconded by Alderman Markli; voting yes, Aldermen Markli, Pinchok, Povlin and Williams; Mayor McGill was absent; no nays; motion passed.

Approval of Bids for Contract 2019-04, Annual On-Call Signal Maintenance

Motion was made to award Contract 2019-04 to Progression Electric. Moved by Alderman Povlin, seconded by Alderman Markli; voting yes, Aldermen Markli, Pinchok, Povlin and Williams; Mayor McGill was absent; no nays; motion passed.

Approval of Change Orders 3-7, Contract 2018-06, Campbell Station Inn Stabilization

Motion was made to approve change orders 3-7, Contract 2018-06 and authorization for staff approval of change orders up to \$50,000. Moved by Alderman Povlin, seconded by Alderman Markli; voting yes, Aldermen Markli, Pinchok, Povlin and Williams; Mayor McGill was absent; no nays; motion passed.

Approval of Cost Share Agreement between the Town of Farragut and Homestead Land Holdings for Virtue Road Improvements

Motion was made to approve the Cost Share Agreement between the Town of Farragut and Homestead Land Holdings for Virtue Road Improvements. Moved by Alderman Povlin, seconded by Alderman Williams; voting yes, Aldermen Markli, Pinchok, Povlin and Williams; Mayor McGill was absent; no nays; motion passed.

Meeting adjourned at 8:35PM.

Ron Pinchok, Vice-Mayor

Allison Myers, Town Recorder

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Mark Shipley, Community Development Director

SUBJECT: Ordinance 18-03, Second reading of an ordinance to amend Appendix A – Zoning, Chapter 3., Specific District Regulations, of the Farragut Municipal Code, by adding the Neighborhood/Convenience Commercial Zoning District (NCC) (Town of Farragut, Applicant)

INTRODUCTION AND BACKGROUND: This item is the result of ongoing work with the Comprehensive Land Use Plan (CLUP) Steering Committee, as well as past discussions with the Planning Commission and individual Board Members. The CLUP Steering Committee has identified several critical areas in the Town where the development and application of a new commercial zone might be needed. This new zone would be more neighborhood oriented and focused on less intensive uses. The Town's existing General Commercial District (C-1) is, as its name implies, a generalized commercial zone that allows for a wide range of commercial activities with limited controls on the scale and intensity of those activities. The new Neighborhood/Convenience Commercial Zoning District (NCC) would eliminate some permitted uses from the broader list of uses permitted in the C-1 District and limit the size and intensity of other uses with "maximum building size" standards and enhanced attention to site lighting and the placement of dumpsters and other site components that could have a negative effect on nearby residential developments.

DISCUSSION: Initial language for the proposed zone was discussed by the Planning Commission at its March meeting. The Planning Commission directed staff to move forward with drafting an ordinance for review and possible recommendation to the Town's Board of Mayor and Alderman. Since this district is intended to be a transitional district near existing or developing residential neighborhoods, some of the key elements of the NCC District that differentiate it from the C-1 District include:

- Removing auto-oriented uses and fuel centers and restricting the size of freestanding buildings. In the NCC, freestanding buildings are limited to no more than 25,000 square feet. The NCC also includes additional size limitations for buildings proposed within 75 feet of properties that are zoned residential. For comparison purposes, the Farragut Village (Mellow Mushroom center) is 22,651 square feet; the Aldi in Bearden is 17,500 square feet; Trader Joes is 13,250 square feet; Whole Foods is 36,000 square feet; REI Knoxville is 23,000 square feet; the Walgreen's at Grigsby Chapel Road is 13,651 square feet; and the Chilis on Parkside Drive is 4,700 square feet;
- Providing for residential as a permitted use but only in a mixed-use building or as part of a transitional use as prescribed in a *Transition Area Plan* that is part of the site plan approval process. This is consistent with the *transition* concept that is discussed in the Town's CLUP. The language provided for in the NCC District would allow for an opportunity to transition within a development so that the result is a form of development that would interface more appropriately with existing residential developments;
- Applying a transition area concept rather than traditional buffer strips so that protection is provided but developments can be more effectively integrated with rather than isolated from each other. This concept has been applied in the Community Service District (S-1) which is also a transitional district; and
- Providing for language that would require a more thorough assessment of site development components, such as the placement of drive throughs, large HVAC units, and dumpsters, and providing for some additional limitations on the strength of outdoor site lighting as measured along property lines that abut residential properties.

Collectively, these provisions are intended to promote compatibility with an adjacent residential development while advancing a built environment that provides products and services that are conveniently accessible.

RECOMMENDATION: At its meeting on May 17, 2018, the Planning Commission unanimously recommended approval of Ordinance 18-03. At the Board of Mayor and Aldermen meeting on June 14, 2018, Ordinance 18-03 was approved on first reading with the last sentence under the “General description” section being removed. The revised ordinance is included in your packet and the Community Development Director, Mark Shipley, recommends approval of the amended Ordinance 18-03 on second reading.

PROPOSED MOTION: To approve Ordinance 18-03 on second reading.

BOARD ACTION:

MOTION BY: _____ **SECONDED BY:** _____

<u>VOTE/TOTAL</u>	<u>WILLIAMS</u>	<u>MARKLI</u>	<u>PINCHOK</u>	<u>POVLIN</u>	
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____

ORDINANCE:	18-03
PREPARED BY:	Shipley & Hose
REQUESTED BY:	Staff & Planning Commission
CERTIFIED BY FMPC:	May 17, 2018
PUBLIC HEARING:	_____
PUBLISHED IN:	_____
DATE:	_____
1ST READING:	_____
2ND READING:	_____
PUBLISHED IN:	_____
DATE:	_____

AN ORDINANCE TO AMEND THE TEXT OF THE FARRAGUT ZONING ORDINANCE, ORDINANCE 86-16, AS AMENDED, PURSUANT TO AUTHORITY GRANTED BY SECTION 13-4-201, TENNESSEE CODE ANNOTATED, BY AMENDING CHAPTER 3., SPECIFIC DISTRICT REGULATIONS, WITH THE ADDITION OF SECTION XXIV, "NEIGHBORHOOD/CONVENIENCE COMMERCIAL DISTRICT", A NEW ZONING DISTRICT AND RELATED REQUIREMENTS.

WHEREAS, the Board of Mayor and Aldermen of the Town of Farragut, Tennessee, wishes to amend Chapter 3, Specific District Regulations, of the Farragut Zoning Ordinance, Ordinance 86-16,

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Farragut, Tennessee, that the Farragut Zoning Ordinance is hereby amended as follows:

SECTION 1.

The Farragut Zoning Ordinance, Chapter 3, Specific District Regulations, is amended by the addition of Section XXIV, Neighborhood/Convenience Commercial District, as follows:

Sec. XXIV. Neighborhood/Convenience Commercial District (NCC)

- A. *General description.* This district is intended for small to medium commercial sites and areas located near existing or developing residential neighborhoods. The emphasis of the district is on uses which provide *goods and* services to nearby residential areas. Uses are intentionally limited in size and intensity to promote a local market orientation and to limit adverse impacts on nearby residential areas. Development is expected to be predominantly auto accommodating, except where the site is well connected to surrounding residential areas by pedestrian and bicycle facilities.
- B. *Permitted principal and accessory uses and structures.* Unless provided for elsewhere in this section, property and structures located in the Neighborhood/Convenience Commercial District shall be used only for the following purposes and in accordance with all applicable requirements:

1. Generally recognized retail sales. This excludes all outdoor sales or storage (unless part of an approved Farmers Market or similar seasonal retail pedestrian-oriented use), petroleum product fuel centers, and any "big box" entities where the total gross square footage exceeds 25,000 square feet.
2. Personal and professional services.
3. *Financial and real estate services.*
4. Restaurants, tea rooms, cafes, coffee houses, bistros, or other similar establishments serving food or beverage that is primarily consumed within the principal building or in designated outdoor seating areas associated with the principal building.
5. The retail sale of alcoholic beverages, as provided for in the Farragut Municipal Code.
6. Bed and breakfasts/inns.
7. Day care facilities.
8. Veterinary facilities (indoor facilities only).
9. Schools, public and private.
10. Public, governmental, and general offices.
11. Cultural activities.
12. Parks and community facilities.
13. Churches and other places of worship
14. Utility uses. This excludes substations and telecommunication towers. These utility uses shall not be permitted.
15. Residential uses, including both detached and attached single family dwellings, and apartment buildings not to exceed 8-units per acre provided they are developed as part of a transition area in this district; and/or residential units in mixed-use buildings provided they are not located on the ground floor.
16. Permitted uses that may include drive-through facilities. A drive-through may be permitted for any of the uses permitted in this zoning district provided the following criteria are satisfied:
 - a. The drive-through is oriented so that stacking lanes do not extend across the front of the building;
 - b. Stacking lanes shall be separated from parking lots by landscaped raised islands or landscaped bioretention areas;
 - c. If a menu board is used, the following criteria shall be satisfied:
 - 1) The menu board and any associated apparatus shall be architecturally compatible with the principal building;
 - 2) The area around the menu board and any associated apparatus shall be landscaped and screened so that, throughout the year, they are not visible from adjacent properties *that are zoned residential* and/or *public* rights of ways;

- 3) The screening plan for such menu board and associated apparatus shall be reviewed as part of the site and landscape plan review with the applicable standards in the Architectural Design Standards (ADS) also being applied.
 - 4) Menu board signage shall comply with the requirements in the Farragut Sign Ordinance.
 - d. The entrance and exit to the drive-through leads to a parking area or service drive. The drive-through lane shall not be directly connected to a public street; and
 - e. The design shall minimize vehicle/pedestrian conflicts. The drive-through lane shall not separate parking lots from rear building pedestrian access doors or other pedestrian access ways. Pedestrian routes shall be well delineated and provide direct access from public streets and sidewalks and parking lots to building entrances.
- C. *Maximum Building Size and Height:* These maximum building size and height standards are intended to limit the size and intensity of development and to promote a local market orientation. The district is intended to provide for a range of small and medium sized businesses as a convenience to surrounding residential districts in the immediate area.
1. The maximum footprint area for a single-use freestanding building shall be 25,000 square feet.
 2. The maximum footprint area for a single multi-use/shopping center building shall be 50,000 square feet with no individual use exceeding 50% of the total footprint area of the entire multi-use/shopping center building.
 3. Where an abutting property is zoned for detached single family residential development the maximum footprint area for any non-residential building proposed within 75 feet of a peripheral side or rear property line shall be limited to 5,000 square feet. This maximum footprint area may be increased to 7,500 square feet where the abutting property is zoned for attached single family or two family residential development.
 4. Where the property located on the opposite side of an abutting public street is zoned residential, the maximum footprint area for any non-residential building proposed within 75 feet of a peripheral front property line shall be 5,000 square feet where said street is classified as a local street on the Town's Major Road Plan; and 7,500 square feet where said street is classified as a collector.
 5. No principal building shall exceed 2½ stories or 35 feet in height. No accessory structure shall exceed 15 feet in height, except as provided for elsewhere in this ordinance.
- D. *Area regulations.*
1. *Setback requirements.*
 - a. *Front yard.* All structures, including parking lots, shall be set back a minimum of 20 feet from the nearest point of any *public* right-of-way. This excludes signage (which would be subject to the provisions in the sign ordinance), detention basin structures (if associated with a low impact development measure), and/or non-roofed structures that provide for pedestrian engagement with the public street (such as outdoor patios, pedestrian facilities, sitting areas, public art). With the exception of linear pedestrian

facilities that connect to similar facilities in the right of way, no structures shall encroach into the public right of way and/or platted utility easements. Service areas and their associated structures (e.g., dumpsters, loading areas, utility buildings) shall be located to the side or rear of a building to minimize visual impacts from the street and foster a more pedestrian friendly streetscape.

- b. *Side and rear yards.* Unless provided for otherwise in this ordinance, where an adjacent property is zoned residential, all principal buildings that are positioned along a side or rear property line shall be set back a minimum of 25 feet from the nearest side or rear property line(s). Where an adjacent property is zoned non-residential, all structures shall be set back a minimum of 10 feet from the nearest side or rear property line(s).
- c. *Accessory structures.* Unless specified otherwise in this ordinance, where an adjacent property is zoned residential, all accessory structures, excluding fences, pedestrian facilities, signage, and structures associated with low impact development stormwater measures, shall be set back a minimum of 25 feet from the nearest side or rear property line.

Mechanical units five tons or greater, dumpsters, and other service areas, and drive-thru lanes, as measured from the outer edge of the outermost vehicle stacking lane, shall be set back a minimum of 50 feet from all side or rear property lines where the abutting property is zoned residential.

In all cases, site related components that could create a potential nuisance to adjoining existing residential developments shall be arranged on the site and buffered to prevent such nuisance from occurring.

2. *Transition areas.*

The intent of this zoning district is to provide smaller scale and less intense development that, in comparison with other commercial zoning districts, will transition more appropriately to nearby residential development.

- a. Unless specified otherwise in this ordinance, where an abutting property is zoned residential, a transition area of at least 25 feet in width shall be provided. The intent of a transition area is to provide for a visually appealing interface to an abutting residential area that will serve to establish protection for but also context appropriate integration with the surrounding area and plan of development. Transition areas shall accommodate the connectivity requirements of this district. This will result in some modest breaks in the transition element. As provided for in this district, transition areas shall include, at a minimum, any one of the following or a combination thereof:
 - 1) A landscaped low impact development stormwater management area, such as a rain garden(s), bioswale(s), or naturalized areas with existing and/or new tree plantings that, in total, consume the full depth of the transition area. At a minimum, such an area shall include a plant unit count that equals the count required for a 25-foot buffer strip, as provided for in Chapter 4 of this ordinance. Under this option, the arrangement of plant material may include more flexibility than a traditional buffer strip planting, provided this arrangement best promotes the intended stormwater function of the low impact development measure(s);

- 2) A heavily landscaped pocket park area designed for passive use and that is approved as part of a site and landscape plan as an equivalent to other natural transition measures provided for in this subsection. Such area could serve as a shared amenity between a use in this district and an abutting residential neighborhood;
- 3) A traditional planted buffer strip area that complies with the 25-foot buffer strip plantings provided for in Chapter 4 of this ordinance;
- 4) An existing tree covered area that consumes largely the full depth of the transition area and where the existing tree count within such area clearly exceeds the plant unit count and minimum tree sizes for a 25-foot buffer strip per 100 linear feet;
- 5) Integrated planned residential development. Residential development may be proposed as a transitional element within a larger overall development plan. The type, placement, scale, and general arrangement of residential building(s) shall be evaluated as provided for in the Transition Area Plan required for this zoning district. The planning commission shall consider both the context of the surrounding area and the plan proposed by the applicant during the evaluation process. Proposed residential building envelopes shall be shown on all concept and final site plans, and platted as part of any final subdivision plat. Appropriate legal documentation shall also be provided for review, and recorded to assure that all present and future owners are appropriately bound to the approved development plan.

Where a development combines different transition elements, they shall be reflected on the site and landscape plans. Such an approach must clearly fulfill the intent of the transition area provision. Existing tree covered areas within transitions shall be protected. Exceptions would apply for the removal of invasive exotic plant material and context appropriate pedestrian and/or vehicular connections and utilities adjacent to such improvements that bisect the transition area in a generally perpendicular manner.

- b. A transition area plan shall be provided as part of any site plan submittal where a proposed development abuts residentially zoned property. This plan shall specifically demonstrate how the selected transition element(s) and overall development will *be compatible* with an adjacent residential district. Some key considerations would include an assessment of the surrounding plan of development, how buildings are arranged on the applicant's site, the size of buildings on different portions of the applicant's site, and the placement of structures or other design elements that may create a nuisance in terms of noise, light, smell, or other negative conditions. The Planning Commission shall refer to the Neighborhood Building Design Transitions section of the Farragut Architectural Design Standards for guidance on evaluating an applicant's proposed transition area plan. Where an applicant does not demonstrate compatibility, the Planning Commission shall have the authority to deny the site plan.
3. *Maximum lot coverage.* Total lot coverage: 60 percent.
 4. *Land area.* The minimum lot size for a Neighborhood/Convenience Commercial district zone shall be one acre.

- E. *Streetscape and outdoor open space.* As part of a site plan review, a context appropriate active and interconnected streetscape with visually appealing and functional public spaces is encouraged. Some specific design objectives would be as follows:
1. Locate and orient outdoor open space (e.g., plazas, courtyards, patios, outdoor seating and benches, small park spaces or landscaped features) to provide a focal point to be actively used.
 2. Provide landscape enhancements (e.g., bioswales, rain gardens, planters, flower gardens) to add visual interest, screen parking areas, and complement outdoor open spaces.
- F. *Connectivity.* Development shall provide for context appropriate pedestrian and vehicular connectivity. This shall include providing connections within the property and to abutting properties, pedestrian connections into the development from the public street(s), and the construction of pedestrian facilities along the public street(s) frontages.
- G. *Low Impact Development.* In terms of stormwater management for new developments, at least twenty-five (25) percent of the development's total area shall be designed so that its runoff will be accommodated through Low Impact Development (LID) measures which would rely on infiltration, evapotranspiration, or capture/reuse of stormwater runoff. Such measures may include, but are not limited to, permeable pavers, rain gardens, bioswales, vegetated roofs, rainwater capture systems and/or a combination thereof. The use of LID measures to meet this requirement shall be demonstrated on the drainage plan and in the drainage calculations for the development and the applicable LID measures specified as part of the site and landscape plan submittals.
- H. *Parking.* Parking, as regulated in Chapter 4.
- I. *Lighting.* Lighting, as regulated in Chapter 4; except that the maximum number of footcandles permitted at the property line shall be reduced to 0.0 where a use/development is located adjacent to property that is zoned residential.

SECTION 2.

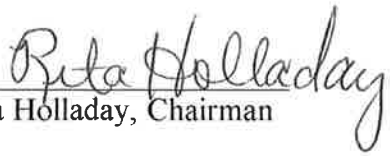
This ordinance shall take effect from and after its final passage and publication, the public welfare requiring it.

Ronald Pinchok, Mayor

Allison Myers, Town Recorder

Certified to the Farragut Board of Mayor and Aldermen this ____ day of _____, 2018, with approval recommended.

Certified to the Farragut Board of Mayor and Aldermen this ____ day of _____, 2018,
with approval recommended.


Rita Holladay, Chairman


Edwin K. Whiting, Secretary

FARRAGUT MUNICIPAL PLANNING COMMISSION

RESOLUTION PC-18-06

FARRAGUT MUNICIPAL PLANNING COMMISSION

A RESOLUTION TO APPROVE AN AMENDMENT TO THE TEXT OF THE FARRAGUT ZONING ORDINANCE, ORDINANCE 86-16, AS AMENDED, PURSUANT TO AUTHORITY GRANTED BY SECTION 13-4-201, TENNESSEE CODE ANNOTATED, BY AMENDING CHAPTER 3., SPECIFIC DISTRICT REGULATIONS, WITH THE ADDITION OF SECTION XXIV, "NEIGHBORHOOD/CONVENIENCE COMMERCIAL DISTRICT", A NEW ZONING DISTRICT AND RELATED REQUIREMENTS.

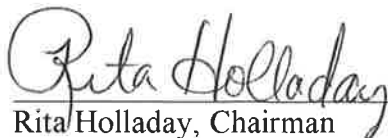
WHEREAS, the Tennessee Code Annotated, Section 13-4-201 et seq, provides that the Municipal Planning Commission shall make and adopt a general plan for the physical development of the municipality; and

WHEREAS, the Farragut Municipal Planning Commission has adopted various elements of a zoning plan as an element of the general plan for physical development; and

WHEREAS, a public hearing was held on this request on May 17, 2018;

NOW, THEREFORE, BE IT RESOLVED that the Farragut Municipal Planning Commission hereby recommends approval to the Farragut Board of Mayor and Aldermen of Ordinance 18-03; an ordinance amending Ordinance 86-16, the Farragut Zoning Ordinance; by the addition of Section XXIV, "Neighborhood/Convenience Commercial District", a new zoning district and related requirements.

ADOPTED this 17th day of May, 2018.


Rita Holladay, Chairman


Edwin K. Whiting, Secretary

AGENDA NUMBER

VIII. A. 2

MEETING DATE

June 28, 2018**REPORT TO THE BOARD OF MAYOR AND ALDERMEN****PREPARED BY:** Mark Shipley, Community Development Director**SUBJECT:** Ordinance 18-05, Second reading of an ordinance to amend the height regulations for accessory buildings in the R-1, Rural Single-Family Residential Zoning District (Town of Farragut, Applicant)

INTRODUCTION AND BACKGROUND: During discussions with the Planning Commission, staff noted that one issue that had arisen on a few occasions with residential accessory structures is building height, particularly when constructed on a slope. In some cases, the height requirement of a maximum of 15 feet from average grade along the building plane to the mid-point along the roof line can result in an accessory building with a less attractive roof pitch that is incompatible with the home.

DISCUSSION: Included in your packet is a copy of Ordinance 18-05 which provides for some modifications to accessory building height in the Rural Residential (R-1) Zoning District. The staff is not proposing any changes to other districts since they typically have smaller lots with less space and setbacks between adjacent dwelling units and lot lines. The specific language included in Ordinance 18-05 would allow an accessory building that is on a lot of record greater than one acre that is proposed on a slope exceeding 4:1 to increase its height from a maximum of 15 feet to a maximum of 20 feet. As a supplemental protection to an adjacent property, the setback for such accessory building shall be two additional feet for each foot of height greater than 15 feet.

RECOMMENDATION: At its meeting on May 17, 2018, the Planning Commission unanimously recommended approval of Ordinance 18-05. At the Board of Mayor and Aldermen meeting on June 14, 2018, Ordinance 18-05 was approved on first reading. Community Development Director, Mark Shipley, recommends approval of Ordinance 18-05 on second reading.

PROPOSED MOTION: To approve Ordinance 18-05 on second reading.

BOARD ACTION:

MOTION BY: _____ **SECONDED BY:** _____

<u>VOTE/TOTAL</u>	<u>WILLIAMS</u>	<u>MARKLI</u>	<u>PINCHOK</u>	<u>POVLIN</u>	
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____

ORDINANCE: 18-05
PREPARED BY: Shipley
REQUESTED BY: Staff
CERTIFIED BY FMPC: May 17, 2018
PUBLIC HEARING:
PUBLISHED IN:
DATE:
1ST READING:
2ND READING:
PUBLISHED IN:
DATE:

AN ORDINANCE TO AMEND THE TEXT OF THE FARRAGUT ZONING ORDINANCE, ORDINANCE 86-16, AS AMENDED, PURSUANT TO AUTHORITY GRANTED BY SECTION 13-4-201, TENNESSEE CODE ANNOTATED, BY AMENDING CHAPTER 3., SPECIFIC ZONING DISTRICTS, SECTION III., RURAL SINGLE-FAMILY RESIDENTIAL DISTRICT (R-1), TO PROVIDE FOR NEW HEIGHT REGULATIONS FOR ACCESSORY STRUCTURES

WHEREAS, the Board of Mayor and Aldermen of the Town of Farragut, Tennessee, wishes to amend Chapter 2, Definitions, of the Farragut Zoning Ordinance, Ordinance 86-16,

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Farragut, Tennessee, that the Farragut Zoning Ordinance is hereby amended as follows:

SECTION 1.

The Farragut Zoning Ordinance, Chapter 3, Section III., Rural Single-Family Residential District (R-1), Subsection E., Height regulations, is amended by adding the following:

3. Accessory residential buildings constructed on a slope in excess of 4:1 (run/rise) may exceed 15 feet in height (up to a maximum of 20 feet in height), provided such building is situated on a lot of record that is at least one acre and the building is set back two additional feet from the standard accessory building setback for each foot the building is in excess of 15 feet in height.

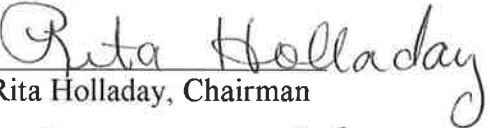
SECTION 2.

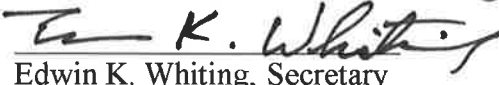
This ordinance shall take effect from and after its final passage and publication, the public welfare requiring it.

Ronald Pinchok, Mayor

Allison Myers, Town Recorder

Certified to the Farragut Board of Mayor and Aldermen this ____ day of _____, 2018,
with approval recommended.


Rita Holladay, Chairman


Edwin K. Whiting, Secretary

FARRAGUT MUNICIPAL PLANNING COMMISSION

RESOLUTION PC-18-12

FARRAGUT MUNICIPAL PLANNING COMMISSION

A RESOLUTION TO APPROVE AN AMENDMENT TO THE TEXT OF THE FARRAGUT ZONING ORDINANCE, ORDINANCE 86-16, AS AMENDED, PURSUANT TO AUTHORITY GRANTED BY SECTION 13-4-201, TENNESSEE CODE ANNOTATED, BY AMENDING CHAPTER 3., SPECIFIC ZONING DISTRICTS, SECTION III., RURAL SINGLE-FAMILY RESIDENTIAL DISTRICT (R-1), TO PROVIDE FOR NEW HEIGHT REGULATIONS FOR ACCESSORY STRUCTURES

WHEREAS, the Tennessee Code Annotated, Section 13-4-201 et seq, provides that the Municipal Planning Commission shall make and adopt a general plan for the physical development of the municipality; and

WHEREAS, the Farragut Municipal Planning Commission has adopted various elements of a zoning plan as an element of the general plan for physical development; and

WHEREAS, a public hearing was held on this request on May 17, 2018;

NOW, THEREFORE, BE IT RESOLVED that the Farragut Municipal Planning Commission hereby recommends approval to the Farragut Board of Mayor and Aldermen of an ordinance, amending Ordinance 86-16, of the Farragut Zoning Ordinance, by adding Ordinance 18-05.

ADOPTED this 17th day of May, 2018.

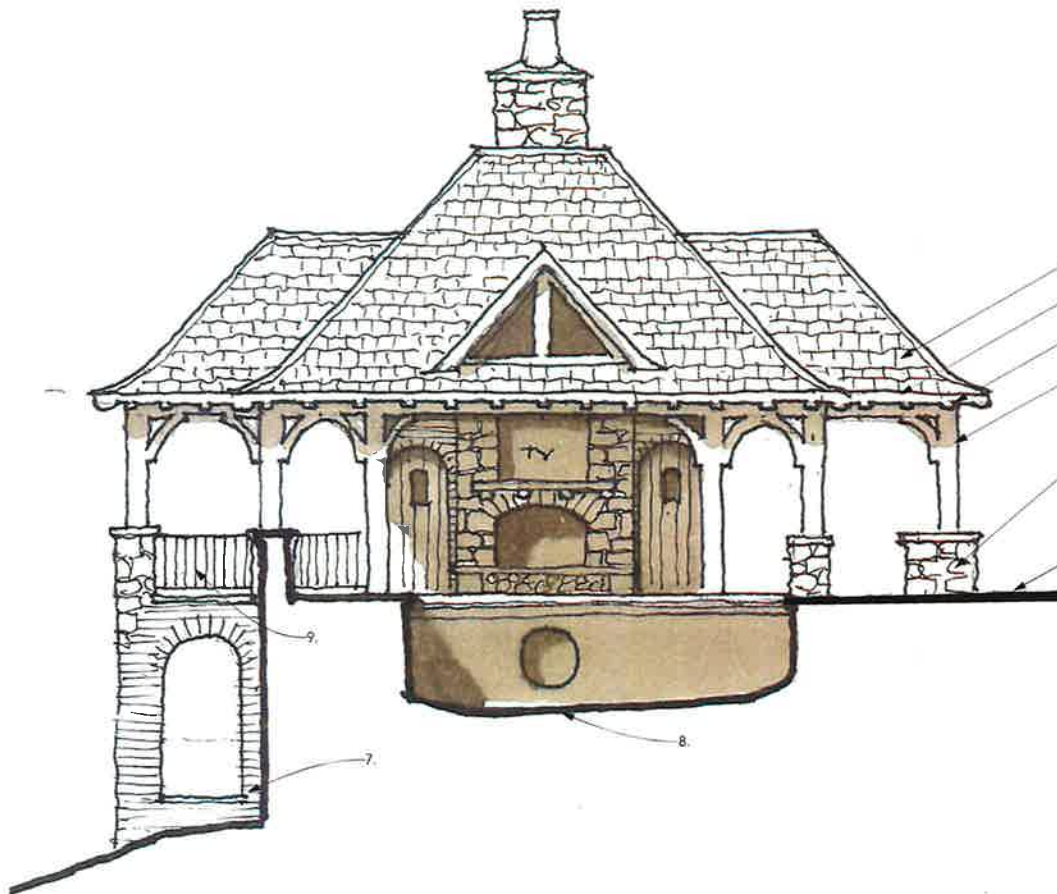

Rita Holladay, Chairman


Edwin K. Whiting, Secretary



MATERIALS LIST

1. ASPHALT SHINGLES
(MATCH EXISTING)
2. OGEE GUTTER - PAINTED
(MATCH EXISTING)
3. PAINTED EAVE + RAFTER TAILS
(MATCH EXISTING)
4. PAINTED TIMBERS
(MATCH EXISTING)
5. GRAY STONE
(MATCH EXISTING)
6. PENN. BLUE STONE PAVERS
(MATCH EXISTING)
7. BRICK TYPICAL
(MATCH EXISTING)
8. SHOTCREET POOL
(COLOR TBD)
9. IRON RAILING
(PAINTED BLACK)



EXISTING SIDE PORCH



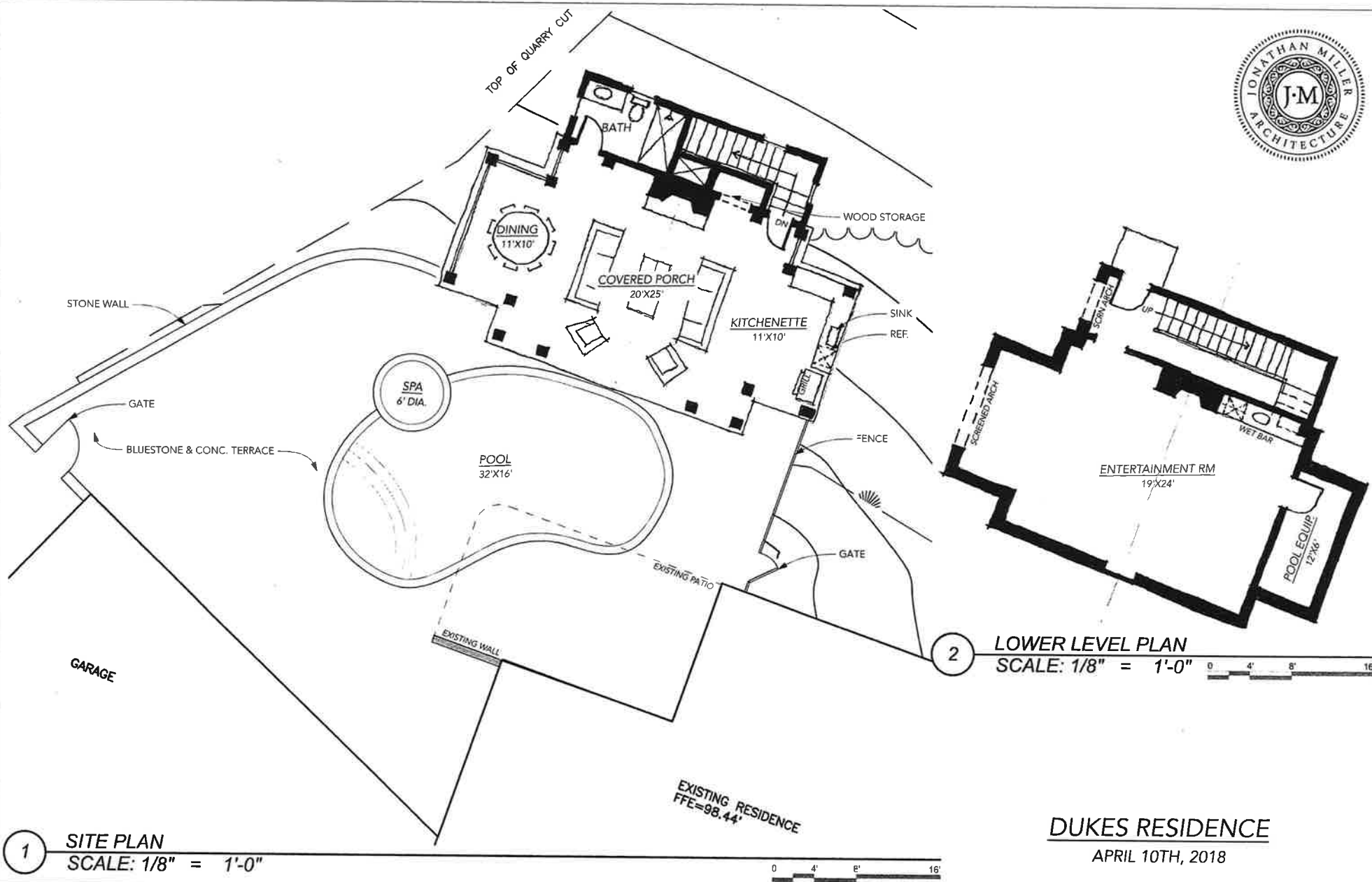
EXISTING REAR YARD

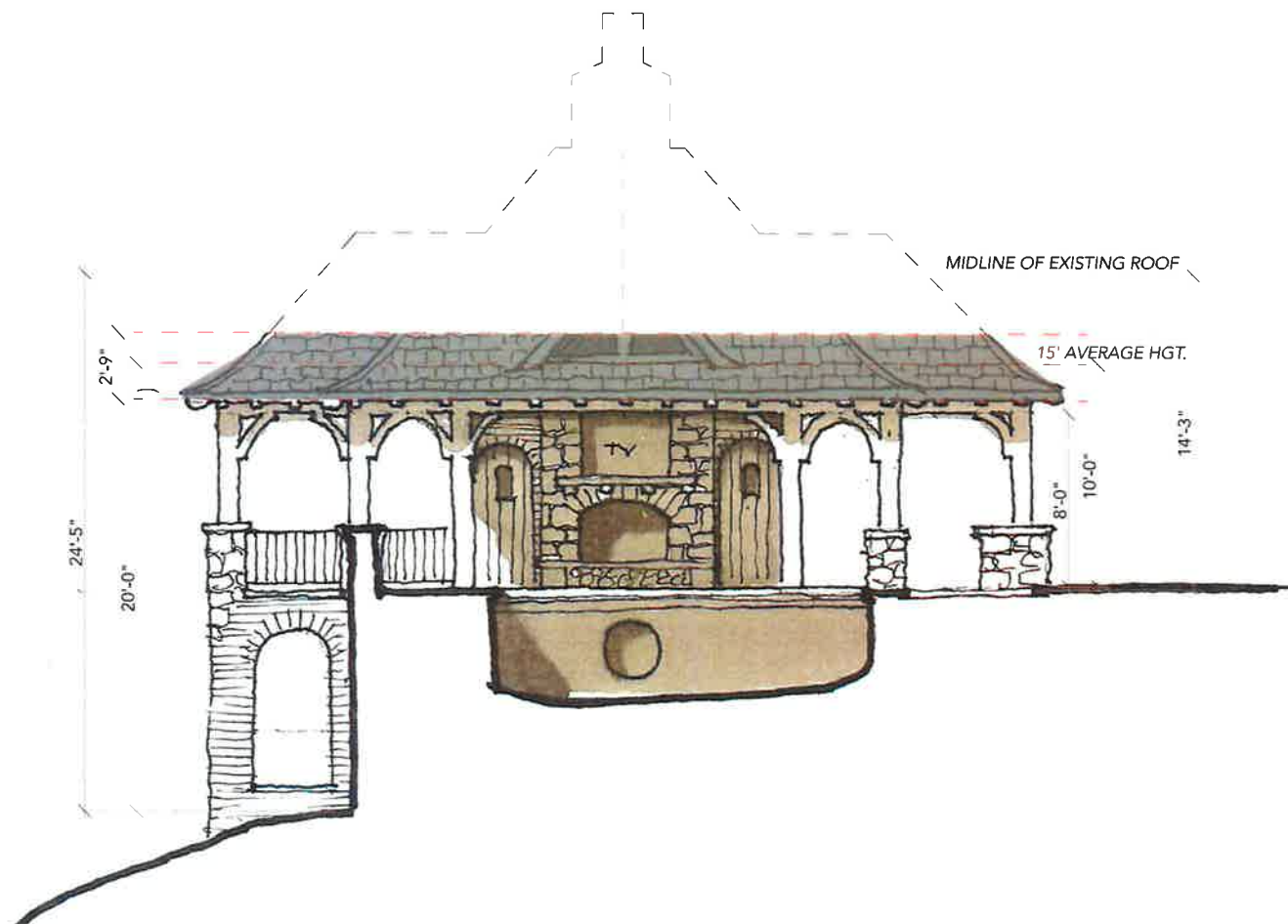
1 FRONT ELEVATION
SCALE: 3/16" = 1'-0"

0 4' 8' 12'

DUKES RESIDENCE

APRIL 10TH, 2018





1

ALTERNATE FRONT ELEVATION

SCALE: 3/16" = 1'-0"



DUKES RESIDENCE

APRIL 10TH, 2018

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Mark Shipley, Community Development Director

SUBJECT: Ordinance 18-07, Second reading of an ordinance to remove the General Commercial Storage District (CS-1) from Chapter 3 of the Farragut Zoning Ordinance (Town of Farragut, Applicant)

INTRODUCTION AND BACKGROUND: During discussions with the Planning Commission staff noted that a key strategy for the Comprehensive Land Use Plan Steering Committee was to focus on the development of the remaining vacant parcels in the Town. The Town is rapidly approaching a build out condition and the Committee has expressed a desire to be very diligent in how development is addressed in the future.

DISCUSSION: Related to this, the staff asked the Commission about whether the General Commercial Storage District (CS-1) should be re-visited. This was a district that was essentially created for a boat storage development that was proposed but never pursued in the area near the waste water treatment facility plant off Concord Road. Since its creation this district has not been pursued for a rezoning. It also applies to an area of the Town that is a major gateway and that is identified as a subarea in the CLUP where future development may be of importance, especially when Concord Road is improved in the next couple of years. Staff recommended to the Commission that the CS-1 District be eliminated.

RECOMMENDATION: At its meeting on May 17, 2018, the Planning Commission unanimously recommended approval of Ordinance 18-07 which provides for the deletion of the CS-1 Zoning District. At the Board of Mayor and Aldermen meeting on June 14, 2018, Ordinance 18-07 was approved on first reading. Community Development Director, Mark Shipley, recommends approval of Ordinance 18-07 on second reading.

PROPOSED MOTION: To approve Ordinance 18-07 on second reading.

BOARD ACTION:

MOTION BY: _____ **SECONDED BY:** _____

<u>VOTE/TOTAL</u>	<u>WILLIAMS</u>	<u>MARKLI</u>	<u>PINCHOK</u>	<u>POVLIN</u>	
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____

ORDINANCE:	18-07
PREPARED BY:	Hose
REQUESTED BY:	Staff & Planning Commission
CERTIFIED BY FMPC:	May 17, 2018
PUBLIC HEARING:	_____
PUBLISHED IN:	_____
DATE:	_____
1ST READING:	_____
2ND READING:	_____
PUBLISHED IN:	_____
DATE:	_____

AN ORDINANCE TO AMEND THE TEXT OF THE FARRAGUT ZONING ORDINANCE, ORDINANCE 86-16, AS AMENDED, PURSUANT TO AUTHORITY GRANTED BY SECTION 13-4-201, TENNESSEE CODE ANNOTATED, BY AMENDING CHAPTER 3., SPECIFIC DISTRICT REGULATIONS, BY THE DELETION OF SECTION XIII, GENERAL COMMERCIAL STORAGE DISTRICT (CS-1).

WHEREAS, the Board of Mayor and Aldermen of the Town of Farragut, Tennessee, wishes to amend Chapter 3, Specific District Regulations, of the Farragut Zoning Ordinance, Ordinance 86-16,

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Farragut, Tennessee, that the Farragut Zoning Ordinance is hereby amended as follows:

SECTION 1.

The Farragut Zoning Ordinance, Chapter 3, Specific District Regulations, is amended by the deletion of Section XIII, General Commercial Storage District (CS-1) in its entirety.

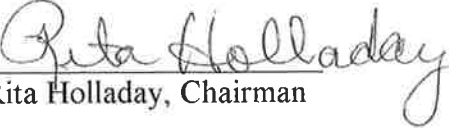
SECTION 2.

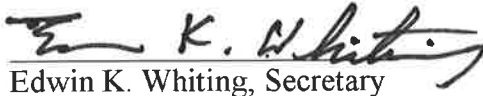
This ordinance shall take effect from and after its final passage and publication, the public welfare requiring it.

Ronald Pinchok, Mayor

Allison Myers, Town Recorder

Certified to the Farragut Board of Mayor and Aldermen this _____ day of _____, 2018,
with approval recommended.


Rita Holladay, Chairman


Edwin K. Whiting, Secretary

FARRAGUT MUNICIPAL PLANNING COMMISSION

RESOLUTION PC-18-08

FARRAGUT MUNICIPAL PLANNING COMMISSION

A RESOLUTION TO APPROVE AN AMENDMENT TO THE TEXT OF THE FARRAGUT ZONING ORDINANCE, ORDINANCE 86-16, AS AMENDED, PURSUANT TO AUTHORITY GRANTED BY SECTION 13-4-201, TENNESSEE CODE ANNOTATED, BY AMENDING CHAPTER 3., SPECIFIC DISTRICT REGULATIONS, WITH THE DELETION OF SECTION XIII, GENERAL COMMERCIAL STORAGE DISTRICT (CS-1).

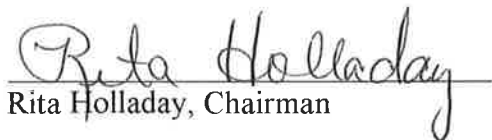
WHEREAS, the Tennessee Code Annotated, Section 13-4-201 et seq, provides that the Municipal Planning Commission shall make and adopt a general plan for the physical development of the municipality; and

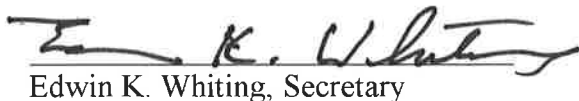
WHEREAS, the Farragut Municipal Planning Commission has adopted various elements of a zoning plan as an element of the general plan for physical development; and

WHEREAS, a public hearing was held on this request on May 17, 2018;

NOW, THEREFORE, BE IT RESOLVED that the Farragut Municipal Planning Commission hereby recommends approval to the Farragut Board of Mayor and Aldermen of Ordinance 18-07.

ADOPTED this 17th day of May, 2018.


Rita Holladay, Chairman


Edwin K. Whiting, Secretary

REPORT TO THE BOARD OF MAYOR AND ALDERMEN**PREPARED BY:** Mark Shipley, Community Development Director**SUBJECT:** Ordinance 18-08, Second reading of an ordinance to remove mini-warehouse facilities from the list of permitted uses in the Regional Commercial (C-2) Zoning District and retain mini-warehouse facilities as a permitted use in the Regional Commercial, Retail/Warehousing (C-2-R/W) Zoning District (Town of Farragut, Applicant)

INTRODUCTION AND BACKGROUND: During discussions with the Planning Commission, staff noted that a key strategy for the Comprehensive Land Use Plan Steering Committee was to focus on the development of the remaining vacant parcels in the Town. The Town is rapidly approaching a build out condition and the Committee has expressed a desire to be very diligent in how development is addressed in the future. One of the subareas identified in the CLUP is the area around the Campbell Station Road/I40 interchange and Outlet Drive. These are gateway areas that are critical to the Town since they may be the first areas a visitor will see when entering the Town and since the Town is pursuing a tourism program. Currently, much of the property in this area is zoned C-2.

DISCUSSION: A question that was posed for the Planning Commission was whether the uses provided for in the C-2 District may need a closer examination to ensure that these gateway areas reflect the vision of the Town. One of the uses that the staff recommended being re-visited in the C-2 District was mini-warehouses. The staff recommended to remove mini-warehouses from the C-2 District but to retain them as a permitted use in the Regional Commercial, Retail/Warehousing District (C-2-R/W). At this time, only the current At Home property is zoned C-2-R/W. This would be particularly helpful in ensuring that the vacant properties along Outlet Drive are developed in a manner consistent with the Town's vision. Ordinance 18-08 provides for these amendments to the Farragut Zoning Ordinance.

RECOMMENDATION: At its meeting on May 17, 2018, the Planning Commission unanimously recommended approval of Ordinance 18-08. Their recommendation was subject to the exclusion of the property at 11775 Snyder Road provided the owner or the owner's representative submits a site plan for a mini-warehouse facility for Planning Commission approval by no later than November 15, 2018. This exclusion recognized the fact that, at the March 15, 2018 Planning Commission meeting, a concept site plan for a mini-warehouse development was presented to the Planning Commission for the property at 11775 Snyder Road. The Commission was thus aware of the intent to develop this property for a mini-warehouse business prior to the formulation of Ordinance 18-08.

At the Board of Mayor and Aldermen meeting on June 14, 2018, Ordinance 18-08 was approved on first reading with Section 2 being added to Ordinance 18-08 to memorialize the recommendation of the Planning Commission. Included in your packet is a copy of the amended Ordinance 18-08. Community Development Director, Mark Shipley, recommends approval of the amended Ordinance 18-08 on second reading.

PROPOSED MOTION: To approve the amended Ordinance 18-08 on second reading.

BOARD ACTION:

MOTION BY: _____ **SECONDED BY:** _____

<u>VOTE/TOTAL</u>	<u>WILLIAMS</u>	<u>MARKLI</u>	<u>PINCHOK</u>	<u>POVLIN</u>	
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____

ORDINANCE:	18-08
PREPARED BY:	Shipley and Hose
REQUESTED BY:	Staff & Planning Commission
CERTIFIED BY FMPC:	May 17, 2018
PUBLIC HEARING:	_____
PUBLISHED IN:	_____
DATE:	_____
1ST READING:	_____
2ND READING:	_____
PUBLISHED IN:	_____
DATE:	_____

AN ORDINANCE TO AMEND THE TEXT OF THE FARRAGUT ZONING ORDINANCE, ORDINANCE 86-16, AS AMENDED, PURSUANT TO AUTHORITY GRANTED BY SECTION 13-4-201, TENNESSEE CODE ANNOTATED, BY AMENDING CHAPTER 3., SPECIFIC DISTRICT REGULATIONS, SECTION XV, REGIONAL COMMERCIAL DISTRICT (C-2) BY THE DELETION OF MINI-WAREHOUSE FACILITIES AS A PERMITTED USE; AND CHAPTER 3., SPECIFIC DISTRICT REGULATIONS, SECTION XXIV, REGIONAL COMMERCIAL DISTRICT, RETAIL/WAREHOUSING (C-2-R/W) BY THE ADDITION OF MINI-WAREHOUSE FACILITIES AS A PERMITTED USE.

WHEREAS, the Board of Mayor and Aldermen of the Town of Farragut, Tennessee, wishes to amend Chapter 3, Specific District Regulations, of the Farragut Zoning Ordinance, Ordinance 86-16,

NOW, THEREFORE, BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Farragut, Tennessee, that the Farragut Zoning Ordinance is hereby amended as follows:

SECTION 1.

The Farragut Zoning Ordinance, Chapter 3, Specific District Regulations, Section XV Regional Commercial District (C-2), Part B. (Permitted principal and accessory uses and structures) is amended by deleting number 15 “Mini-warehouse facilities” in its entirety as a permitted use.

SECTION 2.

Pursuant to action taken by the Farragut Municipal Planning Commission on May 17, 2018 and by reason of the substantial commitments made previously by its owner to establish thereon a mini-warehouses facility, the amendment language in Section 1. of this Ordinance shall exclude the property referenced as Parcel 110.05, Tax Map 130, 11775 Snyder Road, provided the owner or the owner’s representative submits a site plan for a mini-warehouse facility for Farragut

Municipal Planning Commission approval by no later than November 15, 2018.

SECTION 3.

The Farragut Zoning Ordinance, Chapter 3, Specific District Regulations, Section XXIV Regional Commercial District, Retail/Warehousing (C-2-R/W), Part B. (Permitted principal and accessory uses and structures) is amended by the addition of permitted use number 4 “Mini-warehouse facilities”, as follows:

15. Mini-warehouse facilities, provided the following development criteria are met:
 - a. There shall be a minimum lot size of three acres;
 - b. A minimum of a 25-foot buffer strip along rear and side property lines shall be developed and maintained per the buffer strip requirements of this article;
 - c. Security fencing located in the front yard shall be screened with a minimum of one large evergreen shrub per five linear feet of fence. Such large shrubs shall be on the Visual Resources Review Board's recommended Large Shrubs List and shall be a minimum of three feet in height at the time of planting;
 - d. The requirement of having a minimum landscaped area between buildings and parking lots shall be waived for mini-warehouse facilities. All other landscaping requirements shall be met;
 - e. With the exception of building identification signs, no wall mounted signs shall be permitted. Building identification signs shall not exceed six square feet per sign with a maximum of two signs per building.

SECTION 4.

This ordinance shall take effect from and after its final passage and publication, the public welfare requiring it.

Ronald Pinchok, Mayor

Allison Myers, Town Recorder

Certified to the Farragut Board of Mayor and Aldermen this ____ day of _____, 2018,
with approval recommended.

Rita Holladay, Chairman

Edwin K. Whiting, Secretary

FARRAGUT MUNICIPAL PLANNING COMMISSION

RESOLUTION PC-18-09

FARRAGUT MUNICIPAL PLANNING COMMISSION

A RESOLUTION TO APPROVE AN AMENDMENT TO THE TEXT OF THE FARRAGUT ZONING ORDINANCE, ORDINANCE 86-16, AS AMENDED, PURSUANT TO AUTHORITY GRANTED BY SECTION 13-4-201, TENNESSEE CODE ANNOTATED, BY AMENDING CHAPTER 3., SPECIFIC DISTRICT REGULATIONS, SECTION XV, REGIONAL COMMERCIAL DISTRICT (C-2) BY THE DELETION OF MINI-WAREHOUSE FACILITIES AS A PERMITTED USE; AND CHAPTER 3., SPECIFIC DISTRICT REGULATIONS, SECTION XXIV, REGIONAL COMMERCIAL DISTRICT, RETAIL/WAREHOUSING (C-2-R/W) BY THE ADDITION OF MINI-WAREHOUSE FACILITIES AS A PERMITTED USE.

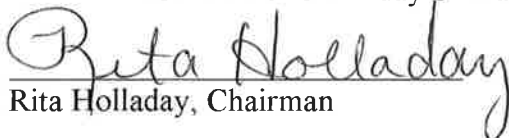
WHEREAS, the Tennessee Code Annotated, Section 13-4-201et seq, provides that the Municipal Planning Commission shall make and adopt a general plan for the physical development of the municipality; and

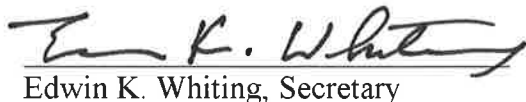
WHEREAS, the Farragut Municipal Planning Commission has adopted various elements of a zoning plan as an element of the general plan for physical development; and

WHEREAS, a public hearing was held on this request on May 17, 2018;

NOW, THEREFORE, BE IT RESOLVED that the Farragut Municipal Planning Commission hereby recommends approval to the Farragut Board of Mayor and Aldermen of Ordinance 18-08.

ADOPTED this 17th day of May, 2018.


Rita Holladay, Chairman


Edwin K. Whiting, Secretary

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Mark Shipley, Community Development Director

SUBJECT: Ordinance 18-11, Second reading of an ordinance to rezone Parcel 12, Tax Map 162, 801 McFee Road, 20.267 Acres, from R-2 to R-1/OSR (Homestead Land Holdings, LLC, Applicant)

INTRODUCTION AND BACKGROUND: The request is to rezone a 20.27-acre tract from General Single Family Residential (R-2) to Rural Single Family/Open Space Residential Overlay (R-1/OSR). The property is located on the west side of McFee Road and lies between McFee Park to the south and McFee Manor Subdivision to the north. It currently contains a small single family residential unit located just off McFee Road. The property is heavily wooded and has some physical/environmental constraints. This includes some steeper slopes and a small creek at the western edge of the property.

DISCUSSION: The requested R-1/OSR zoning for the property would be largely consistent with the Comprehensive Land Use Plan (CLUP) and the surrounding existing land use and development pattern. The CLUP designates the bulk of the property as Rural Residential with some limited potential Open-Space areas at the western edge of the site. As noted above, the property is located adjacent to and just south of McFee Manor Subdivision and just north of McFee Park. The R-1/OSR designation will allow for transition between the park and McFee Manor and will be complementary and consistent with both. In addition, it is located across McFee Road from the Cottages at Price Farm Subdivision, which is zoned Open Space Mixed Residential. The R-1/OSR zoning will also allow the owner/developer to better design around any physical/environmental constraints on the property and preserve some of the wooded character of the site.

RECOMMENDATION: At its meeting on May 17, 2018, the Planning Commission unanimously recommended approval of this rezoning request. At the Board of Mayor and Aldermen meeting on June 14, 2018, Ordinance 18-11 was approved on first reading. Community Development Director, Mark Shipley, recommends approval of Ordinance 18-11 on second reading.

PROPOSED MOTION: To approve Ordinance 18-11 on second reading.

BOARD ACTION:

MOTION BY: _____ **SECONDED BY:** _____

<u>VOTE/TOTAL</u>	<u>WILLIAMS</u>	<u>MARKLI</u>	<u>PINCHOK</u>	<u>POVLIN</u>	
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____

ORDINANCE:	18-11
PREPARED BY:	Hose
REQUESTED BY:	Town of Farragut
CERTIFIED BY FMPC:	May 17, 2018
PUBLIC HEARING:	_____
PUBLISHED IN:	_____
DATE:	_____
1ST READING:	_____
2ND READING:	_____
PUBLISHED IN:	_____
DATE:	_____

AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE TOWN OF FARRAGUT, TENNESSEE, ORDINANCE 86-16, AS AMENDED, PURSUANT TO SECTION 13-4-201, TENNESSEE CODE ANNOTATED.

BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Farragut, Tennessee, that the Farragut Zoning Ordinance, Ordinance 86-16, as amended, is hereby amended as follows:

SECTION 1.

The Farragut Zoning Ordinance, Ordinance 86-16, as amended, is hereby amended by rezoning Parcel 12, Tax Map 162, located at 801 McFee, approximately 20.267 Acres, from R-2 (General Single Family Residential District) to R-1/OSR (Rural Single Family Residential District / Open Space Residential Overlay District) (See Exhibit A).

SECTION 2.

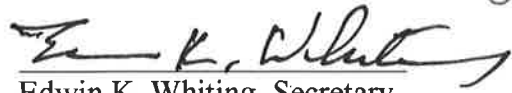
This ordinance shall take effect from and after its final passage and publication, the public welfare requiring it.

Ronald Pinchok, Mayor

Allison Myers, Town Recorder

Certified to the Farragut Board of Mayor and Aldermen this ____ day of _____, 2018, with approval recommended.


Rita Holladay, Chairman


Edwin K. Whiting, Secretary

FARRAGUT MUNICIPAL PLANNING COMMISSION



**Exhibit A
Ordinance 18-11**

**Rezone
801 McFee Road**

From
R-2 (General Single-Family Residential)

to

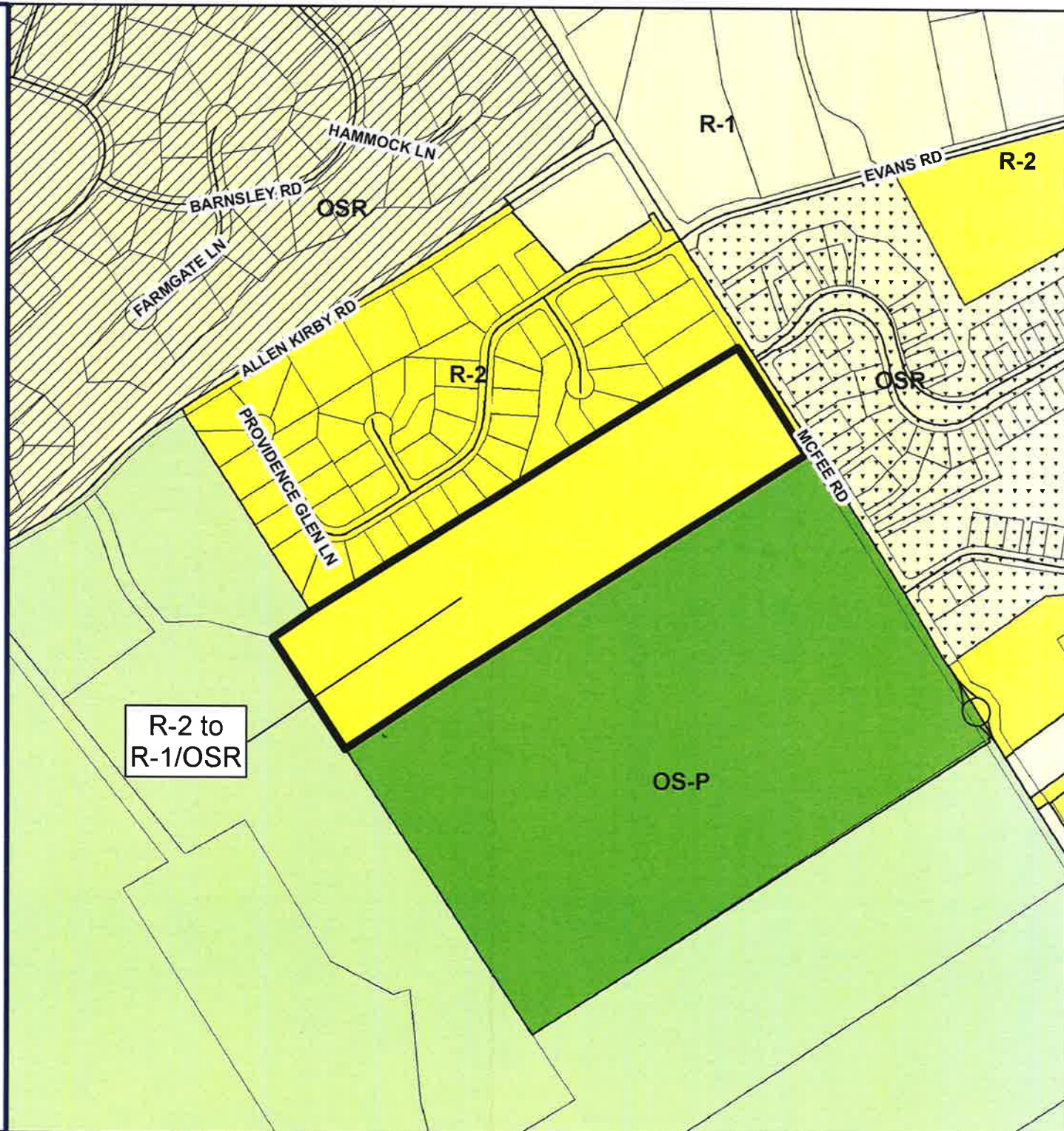
R-1/OSR (Rural Single-Family Residential/
Open Space Residential)

Legend

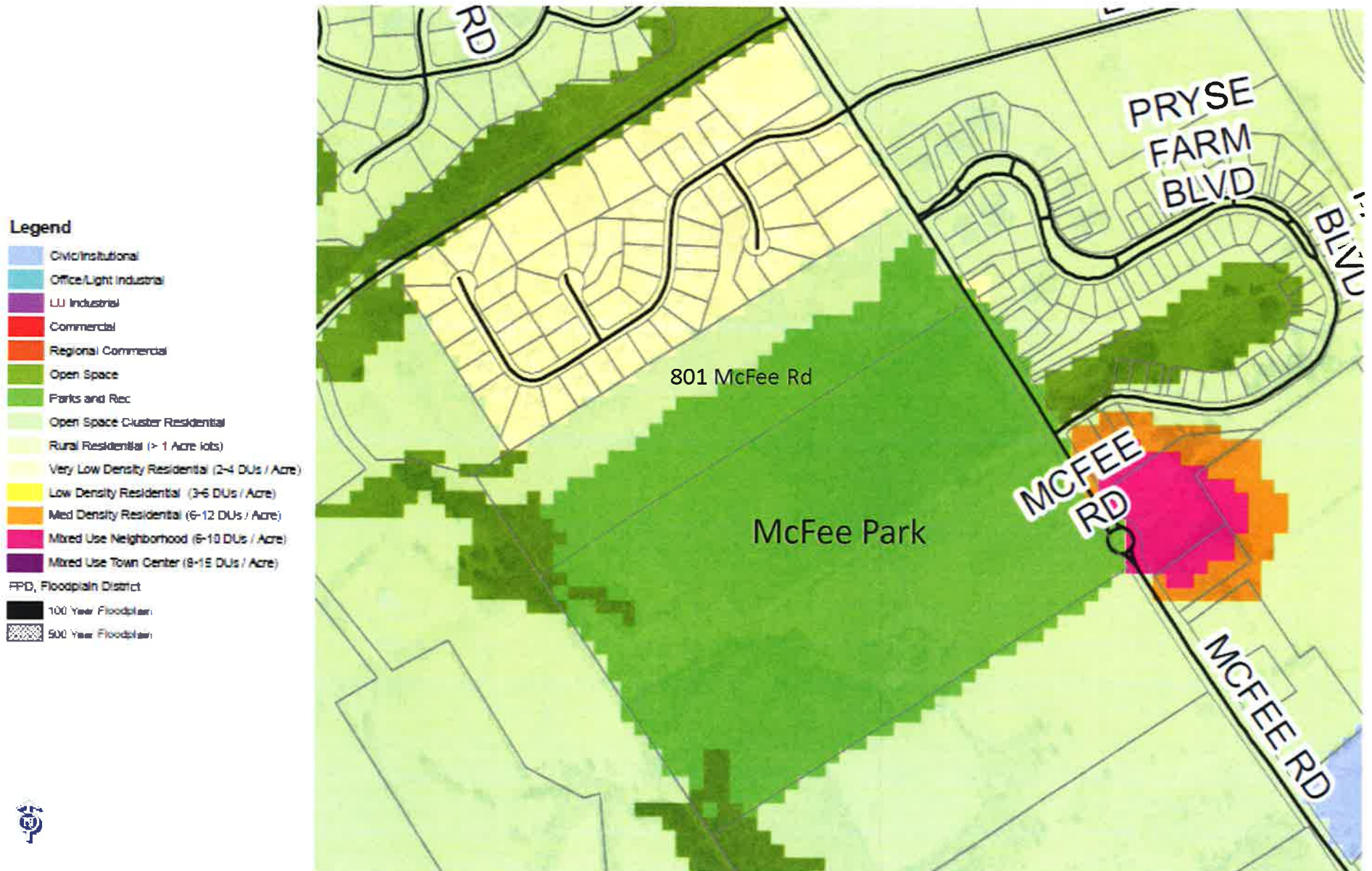
-  Subject Property
-  Streets
-  Parcels
-  A, Agricultural
-  OS-P, Open Space/Park
-  R-1, Rural Single-Family Residential
-  R-2, General Single-Family Residential
-  OSR, Open Space Residential Overlay
-  OSMR, Open Space Mixed Residential Overlay



1 in = 500 ft



Future Land Use 801 McFee Road Rezoning Area



RESOLUTION PC-18-07

FARRAGUT MUNICIPAL PLANNING COMMISSION

A RESOLUTION TO APPROVE AN AMENDMENT TO THE FARRAGUT ZONING MAP, ORDINANCE 86-16, TO RECOMMEND THE APPROVAL OF THE REZONING OF PARCEL 12, TAX MAP 162, LOCATED AT 801 McFEE ROAD, 20.267 ACRES, FROM R-2 (GENERAL SINGLE FAMILY RESIDENTIAL) TO R-1/OSR (RURAL SINGLE FAMILY RESIDENTIAL DISTRICT/OPEN SPACE RESIDENTIAL OVERLAY DISTRICT)

WHEREAS, the Tennessee Code Annotated, Section 13-4-201et seq, provides that the Municipal Planning Commission shall make and adopt a general plan for the physical development of the municipality; and

WHEREAS, the Farragut Municipal Planning Commission has adopted various elements of a zoning plan as an element of the general plan for physical development; and

WHEREAS, a public hearing was held on this request on May 17, 2018;

NOW, THEREFORE, BE IT RESOLVED that the Farragut Municipal Planning Commission hereby recommends approval to the Farragut Board of Mayor and Aldermen of an ordinance, amending Ordinance 86-16, of the Farragut Zoning Ordinance, by adding Ordinance 18-11.

ADOPTED this 17th day of May, 2018.

Rita Holladay, Chairman

Edwin K. Whiting, Secretary

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: David Smoak, Town Administrator

SUBJECT: Ordinance 18-06, on second and final reading, to adopt the annual General Fund, State Street Aid Fund, Capital Investment Fund, Equipment Replacement Fund and Insurance Fund budgets of the Town of Farragut, Tennessee for the fiscal year beginning July 1, 2018 and ending June 30, 2019

INTRODUCTION: The purpose of this agenda item is to approve Ordinance 17-09, on second and final reading, adopting the annual budget for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

BACKGROUND: The annual budget for the Town of Farragut must be approved prior to July 1, which is the start of the fiscal year for our community. The budget is also required to be balanced and remitted to the State of Tennessee Comptroller for review once it has been approved by the Board of Mayor and Aldermen (BMA). Planning for the upcoming FY2019 budget started in February 2018, with departments turning in their budget requests. The BMA also had a strategic planning session in the fall of 2017 that prioritized a number of initiatives that have been included in the proposed budget. Since February, the Town has had several workshops to review each of the funds that will be approved as part of the FY2018 budget: General Fund, Capital Investment Fund, State Street Aid Fund, Equipment Replacement, and Insurance Fund.

DISCUSSION: The proposed FY2019 General Fund budget is balanced and maintains all of the Town's current service levels. The following are changes that have been made from first to second reading:

General Fund

Increases in Expenditures

- \$34,944 for the Tourism Coordinator
- \$156 Cost to Minimum Increase

Capital Investment Program

Increase in Expenditures

- \$1,500,000 in Land Acquisition (Transfer from Land Acquisition Reserves)
- \$35,000 Pedestrian Signal Grigsby Chapel
- \$305,000 Snyder Road/Campbell Station Improvements

No changes were made to any of the other funds.

Attached are the summary pages of each fund and Ordinance 18-06 for the Board's review.

RECOMMENDATION BY: Town Administrator David Smoak for approval.

PROPOSED MOTION: To approve Ordinance 18-06, on first reading, to adopt the annual budget for the Town of Farragut, Tennessee for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

BOARD ACTION:

MOTION BY: _____ SECONDED BY: _____

<u>VOTE/TOTAL</u>	<u>POVLIN</u>	<u>MARKLI</u>		<u>PINCHOK</u>	<u>WILLIAMS</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____

ORDINANCE	18-06
PREPARED BY	Myers
1 ST READING	June 14, 2018
2 ND READING	June 28, 2018
PUBLISHED IN	Farragut Shopper News
DATE	July 11, 2018

**AN ORDINANCE OF THE TOWN OF FARRAGUT, TENNESSEE
ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2018 AND ENDING
JUNE 30, 2019.**

WHEREAS, Tennessee Code Annotated § 9-1-116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and

WHEREAS, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and

WHEREAS, the Board of Mayor and Aldermen has published the annual operating budget and budgetary comparisons of the proposed budget with the prior year (actual) and the current year (estimated) in a newspaper of general circulation not less than ten (10) days prior to the meeting where the Board will consider final passage of the budget.

NOW THEREFORE BE IT ORDAINED BY THE TOWN OF FARRAGUT, TENNESSEE AS FOLLOWS:

SECTION 1: That the governing body projects anticipated revenues from all sources and appropriates planned expenditures for each department, board, office or other agency of the municipality, herein presented together with the actual annual receipts and expenditures of the last preceding fiscal year and the estimated annual expenditures for the current fiscal year, and from those revenues and unexpended and unencumbered funds as follows for fiscal year 2019, and including the projected ending balances for the budget year, the actual ending balances for the most recent ended fiscal year and the estimated ending balances for the current fiscal years:

GENERAL FUND	Estimated		
	Actual FY 2017	Actual FY 2018	Budget FY 2019
Cash Receipts			
Local Taxes	\$ 6,082,516	\$ 6,400,000	\$ 6,180,000
Licenses And Permits	504,748	619,085	354,700
Intergovernmental	699,002	698,400	651,400
State of Tennessee	3,008,785	2,991,836	2,200,000
Other Revenues	1,844,054	1,822,035	1,533,220
Transfers In - from other funds	-	-	-
Total Cash Receipts	\$ 12,139,105	\$ 12,531,356	\$ 10,919,320
Appropriations			
Legislative	\$ 58,413	\$ 55,250	\$ 55,700
Town Court	53,046	64,114	67,614
Administration	677,138	735,484	697,050
Human Resources	176,452	324,584	201,062
Information Technology	299,996	340,816	469,258
Engineering	613,348	695,888	733,070
Community Development	699,429	818,963	913,098
General Government	165,185	201,945	202,850
Parks & Leisure Services	963,880	1,070,824	1,154,512
Public Works	1,656,697	1,874,897	1,902,037
Non-Departmental	458,560	447,000	481,500
Economic Development	109,958	162,104	134,000
Transfers Out - to other funds	3,348,253	4,350,000	3,750,000
Total Appropriations	\$ 9,280,355	\$ 11,141,869	\$ 10,761,751
Change in Cash (Receipts - Appropriations)	2,858,750	1,389,487	157,569
Beginning Cash Balance July 1	11,114,600	12,088,902	11,440,828
Ending Cash Balance June 30	\$ 13,973,350	\$ 13,478,389	\$ 11,598,397
30% of Expenditure	\$ 1,779,631	\$ 2,037,561	\$ 2,103,525
Available Ending Balance	\$ 12,088,902	\$ 11,440,828	\$ 9,494,872
Ending Cash as a % of Total Cash Payments/Appropriations	130.3%	102.7%	88.2%

STATE STREET AID FUND	Estimated		
	Actual FY 2017	Actual FY 2018	Budget FY 2019
Cash Receipts			
State Gas and Motor Fuel Taxes	\$ 624,491	\$ 760,000	\$ 791,000
Interest	5,403	500	500
Transfers In - from other funds	93,253	200,000	100,000
Total Cash Receipts	\$ 723,147	\$ 960,500	\$ 891,500
Appropriations			
Streets & Sidewalks	\$ 379,237	\$ 1,485,531	\$ 688,000
Total Appropriations	\$ 379,237	\$ 1,485,531	\$ 688,000
Change in Cash (Receipts - Appropriations)	343,910	(525,031)	203,500
Beginning Cash Balance July 1	1,094,149	1,438,059	913,028
Ending Cash Balance June 30	\$ 1,438,059	\$ 913,028	\$ 1,116,528
Ending Cash as a % of Total Cash Payments/Appropriations	379.2%	61.5%	162.3%

Equipment Fund	Actual FY 2017	Actual FY 2018	Budget FY 2019
Cash Receipts			
Interest	\$ 3,301	\$ 7,500	\$ 3,000
Sale of Surplus Assets	62,084	25,242	-
Transfers In - from other funds	150,000	150,000	150,000
Total Cash Receipts	\$ 215,385	\$ 182,742	\$ 153,000
Appropriations			
Major Equipment	\$ 110,560	\$ 143,841	\$ 62,000
Total Appropriations	\$ 110,560	\$ 143,841	\$ 62,000
Change in Cash (Receipts - Appropriations)	104,825	38,901	91,000
Beginning Cash Balance July 1	647,153	751,978	790,879
Ending Cash Balance June 30	\$ 751,978	\$ 790,879	\$ 881,879
Ending Cash as a % of Total Cash Payments/Appropriations	680.2%	549.8%	1422.4%

Insurance Fund	Actual FY 2017	Estimated Actual FY 2018	Budget FY 2019
Cash Receipts			
Interest	\$ 516	\$ 1,100	\$ 600
Total Cash Receipts	\$ 516	\$ 1,100	\$ 600
Appropriations			
Retirement Benefit	-	-	-
Total Appropriations	\$ 0	\$ 0	\$ 0
Change in Cash (Receipts - Appropriations)	516	1,100	600
Beginning Cash Balance July 1	99,900	100,416	101,516
Ending Cash Balance June 30	\$ 100,416	\$ 101,516	\$ 102,116
Ending Cash as a % of Total Cash Payments/Appropriations	1004159900.0%	1015159800.0%	1021159700.0%

SECTION 2: At the end of the fiscal year 2018, the governing body estimates fund balances or deficits as follows:

Fund	Estimated Fund Balance at June 30, 2018
General Fund	\$ 15,362,837
State Street Street Aid Fund	\$ 913,028
Equipment Fund	\$ 790,879
Insurance Fund	\$ 101,516

SECTION 3: That the governing body herein certifies that the condition of its sinking funds, if applicable, are compliant pursuant to its bond covenants, and recognizes that the municipality has outstanding bonded and other indebtedness as follows:

Bonded and/or Indebtedness	Debt	Interest	Total Debt
	\$0	\$0	\$0

SECTION 4: During the coming fiscal year (2019) the governing body has pending and planned capital projects with proposed funding as follows:

Pending Capital Projects	Pending Capital Projects - Total Expense	Pending Capital Projects Expense Financed by Estimated Revenues and/or Reserves	Pending Capital Projects Expense Financed by Debt Proceeds
Land Acquisition	\$ 2,000,000.00	\$ 2,000,000.00	\$ -
Watt Road Sidewalk	\$ 160,000.00	\$ 160,000.00	\$ -
Smith Road Greenway	\$ 225,000.00	\$ 225,000.00	\$ -
Little Turkey Creek Greenway	\$ 130,000.00	\$ 130,000.00	\$ -
Climate Controlled Storage Building	\$ 210,000.00	\$ 210,000.00	\$ -
McFee Park Expansion	\$ 6,100,000.00	\$ 6,100,000.00	\$ -
Anchor Park Restroom & ADA Improvements	\$ 735,000.00	\$ 735,000.00	\$ -
Union Road Improvements	\$ 500,000.00	\$ 500,000.00	\$ -
Signal System Upgrades (CMAQ)	\$ 75,000.00	\$ 75,000.00	\$ -
Virtue Road-Phase I (KP-Harville)	\$ 450,000.00	\$ 450,000.00	\$ -
Pedestrian Signal Grigsby Chapel	\$ 35,000.00	\$ 35,000.00	\$ -
Snyder/Campbell Station Improve	\$ 305,000.00	\$ 305,000.00	\$ -

Proposed Future Capital Projects	Proposed Future Capital Projects - Total Expense	Proposed Future Capital Projects Expense Financed by Estimated Revenues and/or Reserves	Proposed Future Capital Projects Expense Financed by Debt Proceeds
Land Acquisition	\$ 500,000.00	\$ 500,000.00	\$ -
Pedestrian/Greenway Connectors	\$ 300,000.00	\$ 300,000.00	\$ -
Smith Road Greenway	\$ 350,000.00	\$ 350,000.00	\$ -
Little Turkey Creek Greenway	\$ 300,000.00	\$ 300,000.00	\$ -
Campbell Station Inn Improvements	\$ 500,000.00	\$ 500,000.00	\$ -
Union Road Improvements	\$ 3,520,000.00	\$ 3,520,000.00	\$ -
Signal System Upgrades (CMAQ)	\$ 2,685,000.00	\$ 2,685,000.00	\$ -
Virtue Road-Phase I (KP-Harville)	\$ 2,300,000.00	\$ 2,300,000.00	\$ -
Virtue Road-Phase II (Harville-Turkey Creek)	\$ 900,000.00	\$ 900,000.00	\$ -

- SECTION 5: No appropriation listed above may be exceeded without an amendment of the budget ordinance as required by the Municipal Budget Law of 1982 (TCA § 6-56-208). In addition, no appropriation may be made in excess of available funds except to provide for an actual emergency threatening the health, property or lives of the inhabitants of the municipality and declared by a two-thirds (2/3) vote of at least a quorum of the governing body in accord with Tennessee Code Annotated § 6-56-205.
- SECTION 6: Money may be transferred from one appropriation to another in the same fund only by appropriate ordinance by the governing body, subject to such limitations and procedures as it may describe as allowed by Sec. 6-56-209 of the *Tennessee Code Annotated*. Any resulting transfers shall be reported to the governing body at its regular meeting and entered into the minutes.
- SECTION 7: A detailed financial plan will be attached to this budget and become part of this budget ordinance. In addition, the published operating budget and budgetary comparisons shown by fund with beginning and ending fund balances and the number of full time equivalent employees required by Section 6-56-206, *Tennessee Code Annotated* will be attached.
- SECTION 8: This annual operating and capital budget ordinance and supporting documents shall be submitted to the Comptroller of the Treasury or Comptroller's Designee for approval if the Town has debt issued pursuant to Title 9, Chapter 21 of the Tennessee Code Annotated within fifteen (15) days of its adoption. This budget shall not become the official budget for the fiscal year until such budget is approved by the Comptroller of the Treasury or Comptroller's Designee in accordance with Title 9, Chapter 21 of the Tennessee Code Annotated (the "Statutes".) If the Comptroller of the Treasury or Comptroller's Designee determines that the budget does not comply with the Statutes, the Governing Body shall adjust its estimates or make additional tax levies sufficient to comply with the Statutes or as directed by the Comptroller of the Treasury or Comptroller's Designee. If the Town does not have such debt outstanding, it will file this annual operating and capital budget ordinance and supporting documents with the Comptroller of the Treasury or Comptroller's Designee.
- SECTION 9: All unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances.
- SECTION 10: All ordinances or parts of ordinances in conflict with any provision of this ordinance are hereby repealed.
- SECTION 11: This ordinance shall take effect July 1, 2018, the public welfare requiring it.

Ronald Pinchok, Mayor

Allison Myers, Town Recorder

General Fund	FY2015-16	FY2016-17	FY2017-18	FY2017-18	FY2018-19
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Proposed</u>
BEGINNING FUND BALANCE	8,993,750	11,114,600	12,088,902	12,088,902	11,440,829
	FY2015-16	FY2016-17	FY2017-18	FY2017-18	FY2017-18
REVENUE	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Proposed</u>
Local Sales Tax	6,201,560	6,082,516	6,000,000	6,400,000	6,180,000
State Sales Tax	1,663,595	1,865,295	1,800,000	1,900,000	1,800,000
Hall Income Tax	926,868	1,143,490	400,000	1,091,836	400,000
Wholesale Beer, Liquor & Mixed D	1,297,172	1,408,064	1,165,000	1,365,000	1,165,000
Intergovernmental	671,643	699,002	601,400	698,400	651,400
Building Permits & Licenses	411,126	504,748	300,000	619,085	354,700
Recreation Fees	158,066	182,629	151,500	201,650	162,500
Traffic Enforcement Program & Fir	89,487	77,912	50,200	65,175	50,200
Rent	120,086	88,580	91,420	98,760	91,720
Miscellaneous	38,761	86,869	9,800	91,450	63,800
Total Revenue	11,578,364	12,139,105	10,569,320	12,531,356	10,919,320
	FY2015-16	FY2016-17	FY2017-18	FY2017-18	FY2018-19
EXPENDITURES	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Proposed</u>
Legislative	37,650	58,413	55,700	55,250	55,700
Town Court	51,232	53,046	67,614	64,114	67,614
Administration	713,295	677,138	766,502	735,484	697,050
Human Resources	136,620	176,452	324,484	324,584	201,062
Information Technology	240,562	299,996	441,041	340,816	469,258
Engineering	645,638	613,348	728,453	695,888	733,070
Community Development	676,259	699,429	949,944	818,963	913,098
General Government	218,454	165,185	202,485	201,945	202,850
Parks & Leisure Services	916,418	963,880	1,185,509	1,070,824	1,154,512
Public Works	1,628,045	1,656,697	1,878,047	1,874,897	1,902,037
Non-Departmental	797,547	458,560	445,000	447,000	481,500
Economic Development	121,258	109,958	161,000	162,104	134,000
Total Expenditures	6,182,978	5,932,102	7,205,779	6,791,869	7,011,751
Revenue over (under) expenditure	5,395,386	6,207,003	3,363,541	5,739,487	3,907,569
Total Transfers In	0	0	0	0	0
Total transfers out	-3,270,000	-3,348,253	-4,350,000	-4,350,000	-3,750,000
Assigned Fund Balance	198,070	104,817	0	0	0
Unassigned Fund Balance	10,916,530	13,868,533	11,102,443	13,478,389	11,598,397
ENDING BALANCE	11,114,600	13,973,350	11,102,443	13,478,389	11,598,397
30% of Expenditure	1,854,893	1,779,631	2,161,734	2,037,561	2,103,525
AVAILABLE FUND BALANCE	9,061,637	12,088,902	8,940,710	11,440,829	9,494,872

State Street Aid-121

	2016-2017	2017-2018	2017-2018	2018-2019
	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Proposed</u>
Beginning Balance	1,094,149	1,438,059	1,438,059	913,028
Revenues				
State Gasoline & Motor Fuel	624,491	752,800	760,000	791,000
Interest Earnings	5,403	500	500	500
Revenue Total	629,894	753,300	760,500	791,500
Expenditures				
Street Maintenance	38,475	118,000	110,000	60,000
Resurfacing	299,447	1,321,600	1,321,600	500,000
Street Striping	26,848	40,000	40,000	45,000
Guardrails	12,325	15,000	4,000	15,000
Traffic Calming	0	8,000	7,931	18,000
Sidewalks/Greenways	2,142	2,000	2,000	50,000
Expenditure Total	379,237	1,504,600	1,485,531	688,000
Other Funding Sources				
Transfer from General Fund	93,253	200,000	200,000	100,000
Total Transfers in	93,253	200,000	200,000	100,000
Revenue over (under)				
expenditures	343,910	-551,300	-525,031	203,500
Ending Balance	1,438,059	886,759	913,028	1,116,528

PROJECTS BY DEPARTMENT		Capital Investment Program-310				
Beginning Balance	11,902,674	3,479,974	1,665,974	2,585,974	3,705,974	
<u>General Government Projects</u>	FY2019	FY2020	FY2021	FY2022	FY2023	Total
Land Acquisition	2,000,000	500,000	500,000	500,000	500,000	4,000,000
Pedestrian/Greenway Connectors	0	0	100,000	100,000	100,000	300,000
Watt Road Sidewalk	160,000	0	0	0	0	160,000
Smith Road Greenway	225,000	350,000	0	0	0	575,000
Little Turkey Creek Greenway	130,000	0	0	300,000	0	430,000
Campbell Station Inn Improvements	0	0	500,000	0	0	500,000
Climate Controlled Storage Building	210,000	0	0	0	0	210,000
General Government Projects Total	2,725,000	850,000	1,100,000	900,000	600,000	6,175,000
<u>Parks</u>	FY2019	FY2020	FY2021	FY2022	FY2023	Total
McFee Park Expansion	6,100,000	0	0	0	0	6,100,000
Anchor Park Restroom & ADA Improvements	735,000	0	0	0	0	735,000
Parks Total	6,835,000	0	0	0	0	6,835,000
<u>Engineering Projects</u>	FY2019	FY2020	FY2021	FY2022	FY2023	Total
Union Road Improvements	500,000	3,520,000	0	0	0	4,020,000
Signal System Upgrade (CMAQ)	75,000	2,685,000	0	0	0	2,760,000
Virtue Road-Phase I (KP-Harville)	450,000	2,300,000	0	0	0	2,750,000
Virtue Road-Phase II (Harville-Turkey Creek)	0	0	0	0	900,000	900,000
Pedestrian Signal Grigsby Chapel	35,000	0	0	0	0	35,000
Synder Road/Campbell Station Improvements	305,000					305,000
Engineering Total	1,365,000	8,505,000	0	0	900,000	10,770,000
Outstanding Projects	1,892,700					1,892,700
CIP Expenditure Total	12,817,700	9,355,000	1,100,000	900,000	1,500,000	25,672,700

Funding Sources	FY2019	FY2020	FY2021	FY2022	FY2023	Total
STP Funding (Union Road)	400,000	2,816,000				3,216,000
CMAQ Funding	75,000	2,685,000	0	0	0	2,760,000
LPRF Grant	325,000	0	0	0	0	325,000
Interest Earnings	40,000	40,000	20,000	20,000	20,000	140,000
Transfer from General Fund	3,500,000	2,000,000	2,000,000	2,000,000	2,000,000	11,500,000
Cost Share	55,000					55,000
Greenway Connector Reserves	0	0	0	0	0	0
Land Acquisition Reserves	1,500,000	0	0	0	0	1,500,000
CIP Reserves	6,922,700	1,814,000	0	0	0	8,736,700
Funding Total	12,817,700	9,355,000	2,020,000	2,020,000	2,020,000	28,232,700
Total CIP Funding Sources	12,817,700	9,355,000	2,020,000	2,020,000	2,020,000	28,232,700
Total CIP Expenditures	12,817,700	9,355,000	1,100,000	900,000	1,500,000	25,672,700
Revenue over (under) expenditures	0	0	920,000	1,120,000	520,000	
Ending Balance	3,479,974	1,665,974	2,585,974	3,705,974	4,225,974	
Assigned Fund Balance						
Greenway Connectors	58,890	58,890	58,890	158,890	258,890	
Land Acquisition	158,072	658,072	1,158,072	1,658,072	2,158,072	
Total Assigned Balance	216,962	716,962	1,216,962	1,816,962	2,416,962	
Available Fund Balance	3,263,012	949,012	1,369,012	1,889,012	1,809,012	

Equipment Replacement Fund-314

	FY2015-16	FY2016-17	FY2017-18	FY2017-18	FY2018-19
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Proposed</u>
Beginning Balance	619,044	647,153	751,978	751,978	790,879
Revenues					
Interest	1,284	3,301	450	7,500	3,000
Sale of equipment Proceeds	55,040	62,084	0	25,242	0
Total Revenues	56,324	65,385	450	32,742	3,000
Other Funding Sources					
Transfer from General Fund	150,000	150,000	150,000	150,000	150,000
Total Other Funding Sources	150,000	150,000	150,000	150,000	150,000
Expenditures					
Major Equipment	178,215	110,560	144,000	143,841	62,000
Total Expenditures	178,215	110,560	144,000	143,841	62,000
Revenue over (under) expenditures	28,109	104,825	6,450	38,901	91,000
Ending Balance	647,153	751,978	758,428	790,879	881,879

Insurance Fund-611

	FY2014-15	FY2015-16	FY2016-17	FY2017-18	FY2018-19
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Estimate</u>	<u>Proposed</u>
Beginning Balance	199,573	99,667	99,900	100,416	101,516
Revenues					
Interest	94	233	516	1,100	600
Total Revenues	94	233	516	1,100	600
Other Funding Sources					
Transfer from General Fund	0	0	0	0	0
Transfer to General Fund	0	0	0	0	0
Total Other Funding Sources	0	0	0	0	0
Expenditures					
Retirement Benefit	100,000	0	0	0	0
Total Expenditures	100,000	0	0	0	0
Ending Balance	99,667	99,900	100,416	101,516	102,116

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Mark Shipley, Community Development Director

SUBJECT: Ordinance 18-09, First reading of an ordinance to rezone Parcel 58, Tax Map 151, located at 12639 Kingston Pike, 28.76 Acres, from R-2, R-1, and FPD to NCC, OS-P, and FPD (SITE Inc., Applicant)

BACKGROUND: This item was discussed with the Planning Commission in February and April before the Commission made a formal recommendation at their meeting on May 17. At the April meeting, the applicant provided the Commissioners with a handbook which addressed the proposed rezoning of this property and the Ivey on the north side of Union Road that is also being pursued by the same applicant.

DISCUSSION: The property that is referenced as Parcel 58, Tax Map 151 is also known as the "Swan Farm." The majority of the property is currently zoned General Single-Family Residential (R-2). The applicant initially proposed to rezone most of the property to General Commercial (C-1) and Attached Single-Family Residential (R-4). However, at the same time the rezoning for the Swan property was being considered, the Planning Commission was also working with the staff on finalizing the Neighborhood/Convenience Commercial District (NCC). After evaluating how the applicant may wish to develop the property, both the applicant and the staff felt that the NCC District would be a better fit for the property than C-1 and R-4. The Swan Farm has two existing large subdivisions that are nearby and that access Union Road. The NCC District would provide for a more neighborhood scale type of non-residential development and an opportunity to transition within the property to a development form that would be more compatible with the adjoining subdivisions. The portions of the property proposed to be rezoned to Open Space/Park (OS-P) would remain unchanged since they include mostly the floodway of Little Turkey Creek along the eastern portion of the property.

RECOMMENDATION: Given the substandard condition of Union Road, when the rezoning was being considered by the Planning Commission, staff indicated they would not support any rezoning which, in comparison to the existing zoning, would add more traffic to this road. Staff noted that any rezoning should be conditioned on the Swan property directly accessing a collector or arterial street which meets the minimum standards for such street based on its classification and as provided for in the Farragut Subdivision Regulations. This condition may include the completion of Union Road improvements or the construction of an extension of Way Station Trail, which would act as a collector street, so that any development resulting from a rezoning of the Swan property would have direct access to a street which meets the minimum standards for a collector street, as provided for in the Farragut Subdivision Regulations. No portion of property proposed for rezoning could directly access Union Road unless or until Union Road is improved to at least the minimum standards provided for in the Subdivision Regulations.

At its meeting on May 17, 2018, the Planning Commission voted to approve the rezoning of the Swan Farm property as outlined and displayed in Ordinance 18-09. The Commission conditioned their recommendation on either the completion of Union Road or the construction of an extension of Way Station Trail from Kingston Pike to Union Road so that all portions of any development on the Swan Farm property resulting from this rezoning would directly access a collector or arterial street that meets the minimum standards for such street(s) as provided for in the Farragut Subdivision Regulations.

Included in Ordinance 18-09 is some language that has been added by the Town Attorney to more clearly address the specifics of the Planning Commission’s recommendation. Community Development Director, Mark Shipley, recommends approval of Ordinance 18-09.

PROPOSED MOTION: To approve Ordinance 18-09 on first reading.

BOARD ACTION:

MOTION BY: _____ **SECONDED BY:** _____

<u>VOTE/TOTAL</u>	<u>WILLIAMS</u>	<u>MARKLI</u>	<u>PINCHOK</u>	<u>POVLIN</u>	
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____

ORDINANCE:	18-09
PREPARED BY:	Hose
REQUESTED BY:	Town of Farragut
CERTIFIED BY FMPC:	May 17, 2018
PUBLIC HEARING:	_____
PUBLISHED IN:	_____
DATE:	_____
1ST READING:	_____
2ND READING:	_____
PUBLISHED IN:	_____
DATE:	_____

AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE TOWN OF FARRAGUT, TENNESSEE, ORDINANCE 86-16, AS AMENDED, PURSUANT TO SECTION 13-4-201, TENNESSEE CODE ANNOTATED.

WHEREAS, issues raised by neighboring residents, and citizens in general, that the existing roadways serving the areas surrounding the Swan and Ivey properties will not accommodate both the existing traffic, as well as the traffic anticipated from the development of those properties, having been found to have merit, and in order to better protect and provide for the health, safety and welfare of the citizens of the Town, conditions precedent to the rezoning of the Swan property (the "Property") becoming effective are set forth herein and are consistent with the recommendation of the Farragut Municipal Planning Commission.

BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Farragut, Tennessee, that the Farragut Zoning Ordinance, Ordinance 86-16, as amended, is hereby amended as follows:

SECTION 1.

The Farragut Zoning Ordinance, Ordinance 86-16, as amended, is hereby amended by rezoning the Swan Property, Parcel 58, Tax Map 151, 12639 Kingston Pike, 28.76 Acres, from R-2, R-1, and FPD to NCC, OS-P, and FPD (See Exhibit A), subject to and contingent upon the Owner of the Property complying with the following:

A. Ensuring the establishment before issuance of building permits with respect to the development of the Property of a direct access from all portions of the Property, regardless of how it may be divided for development, to a collector or arterial street that meets the minimum standards as required by the Town's subdivision regulations, by either (i) the completion of construction by the Town of its pending plans for the widening and improvement of Union Road, or (ii) the completion at the expense of the developer, owner, or the owner's successors or assigns of the Property or the Ivey Property, of the design and construction of an extension of Way Station Trail from the north right-of-way line of Kingston Pike to the south right-of-way line of Union

Road built to the minimum standards of a collector or arterial street in the Town's subdivision regulations (the "Way Station Trail Extension"); and

B. Should the election be made not to await the completion by the Town of the Union Road improvements, the rezoning of the Property would be subject to and conditioned upon entry into an agreement, in recordable form, the obligations of which run with the land and bind future owners of the Property, between the owner of the Property (the "Owner"), and the Town before the second reading of this rezoning ordinance, in form and substance satisfactory to the Town Attorney, which agreement must include the following requirements provided that the Owner or developer of the Ivey Property is not already bound to perform said requirements, as well as other requirements necessary to carry out the intent of this ordinance, to be carried out by the Owner (the "Agreement"):

(i) Submit and obtain approval of a preliminary plat for the Way Station Trail Extension in accordance with the regulations of the Town of Farragut as a collector or arterial street; and

(ii) Construct the Way Station Trail Extension in accordance with the approved preliminary plat and submit and obtain final as-built plat approval of the Way Station Trail Extension; and

(iii) Construct the tie-in connection between Kingston Pike and the Way Station Trail Extension at said intersection, all in accordance with the regulations of the Town or the Tennessee Department of Transportation; and

(iv) In order to secure the Owner's obligations to perform work within the right-of-way of the Town at the point of the tie-in of Kingston Pike with the Way Station Trail Extension, the Owner will, prior to the second reading of the rezoning ordinance, deliver a completion letter of credit for the benefit of the Town in an amount established by the Town Engineer; and

(v) The Owner of the Property would voluntarily contribute to the Town to be used in the creation of the Way Station Trail Extension such portions of the Property as may be necessary to adequately provide its right-of-way and to install pedestrian facilities as required by the Town's regulations; and

(vi) The Owner of the Property would not transfer title to any portion of the Property without requiring the transferee to assume the obligations of the Owner under the Agreement, which assumption would not operate to release the Owner from the obligations of the Agreement; and

(vii) Upon completion of the construction of the Way Station Trail Extension, its approval by the Town and the recording of the final as-built plat, the rezoning of the property will become effective and the Owner will be eligible to apply for building permits for the development.

C. It is the intent of this ordinance to ensure that if the Owners or developers of the subject Property does not await the completion of the improvement of Union Road by the Town, then before there are end users of lots in the residential subdivision planned for the Ivey Property

and of any portion of the development of the Swan Property that the Way Station Trail Extension be usable as access to said Properties. It is the further intent of this ordinance that the buildout of the infrastructure of the developments on the Swan and Ivey Properties be allowed to occur simultaneously with the construction of the Way Station Trail Extension.

SECTION 2.

This ordinance shall take effect from and after its final passage and publication, the public welfare requiring it.

Ronald Pinchok, Mayor

Allison Myers, Town Recorder

Certified to the Farragut Board of Mayor and Aldermen this _____ day of _____, 2018,
with approval recommended.

Rita Holladay, Chairman

Edwin K. Whiting, Secretary

FARRAGUT MUNICIPAL PLANNING COMMISSION



Exhibit A
Ordinance 18-09

Rezone
Swan Property - 12639 Kingston Pike

From
R-1 (Rural Single-Family Residential) and
R-2 (General Single-Family Residential)

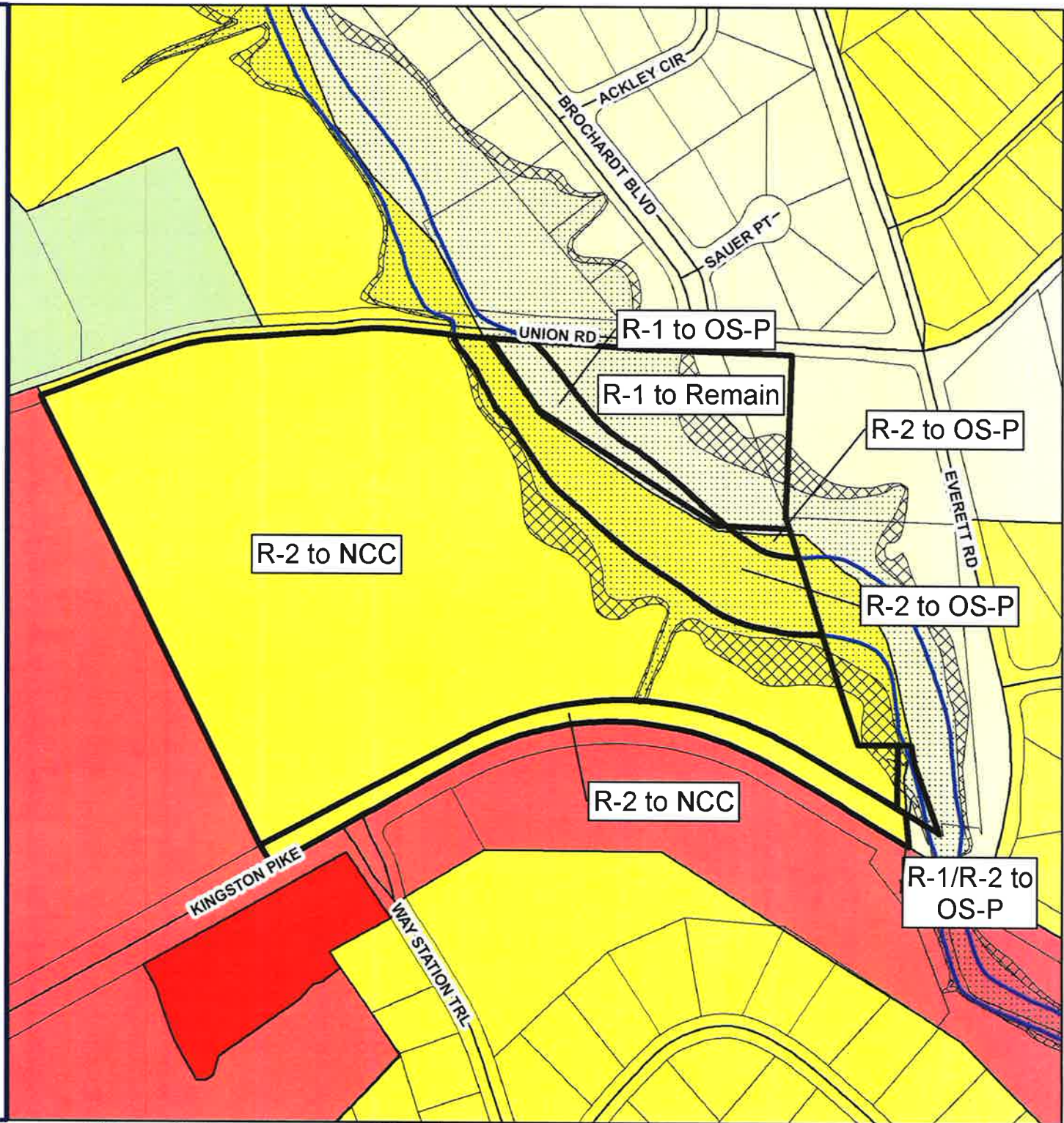
to
NCC (Neighborhood/Convenience
Commercial), and
OS-P (Open Space Park)

Legend

-  Swan Property Parcels
-  FEMA Floodway
-  FPD-100 Year
-  FPD-500 Year
-  Streets
-  Parcels
-  A, Agricultural
-  B-1, Buffer
-  R-1, Rural Single-Family Residential
-  R-2, General Single-Family Residential
-  C-1, General Commercial
-  BD-4, Business District, 4- Story



1 in = 300 ft



RESOLUTION PC-18-10

FARRAGUT MUNICIPAL PLANNING COMMISSION

A RESOLUTION TO APPROVE AN AMENDMENT TO THE FARRAGUT ZONING MAP, ORDINANCE 86-16, TO RECOMMEND THE APPROVAL OF THE REZONING OF THE SWAN PROPERTY, PARCEL 58, TAX MAP 151, 12639 KINGSTON PIKE, 28.76 ACRES, FROM R-2, R-1, AND FPD TO NCC, OS-P, AND FPD

WHEREAS, the Tennessee Code Annotated, Section 13-4-201et seq, provides that the Municipal Planning Commission shall make and adopt a general plan for the physical development of the municipality; and

WHEREAS, the Farragut Municipal Planning Commission has adopted various elements of a zoning plan as an element of the general plan for physical development; and

WHEREAS, a public hearing was held on this request on May 17, 2018;

NOW, THEREFORE, BE IT RESOLVED that the Farragut Municipal Planning Commission hereby recommends approval to the Farragut Board of Mayor and Aldermen of an ordinance, amending Ordinance 86-16, of the Farragut Zoning Ordinance, by adding Ordinance 18-09.

ADOPTED this 17th day of May, 2018.

Rita Holladay, Chairman

Edwin K. Whiting, Secretary

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Mark Shipley, Community Development Director

SUBJECT: Ordinance 18-10, First reading of an ordinance to rezone Parcels 52, 54, 54.01, 55, and 57 Tax Map 151, located at 12723, 12733, 12737, 12751 Union Road, 115 Acres, from A and R-1, to R-1/OSR (SITE Inc., Applicant)

BACKGROUND: This item was discussed with the Planning Commission in February and April before the Commission made a formal recommendation at their meeting on May 17. As noted in the report concerning the Swan Farm rezoning, at the April meeting, the applicant provided the Planning Commission with a handbook which addressed the proposed rezoning of both the Swan Farm and the property associated with Ordinance 18-10 which is referred to as the Ivey Farm. This property accesses Union Road and is situated between the Saddle Ridge and Fox Run Subdivisions.

DISCUSSION: The Ivey Farm has been used as a working farm and it does have some natural features that would lend itself to be a good candidate for the requested R-1/OSR Zoning District. This zoning district would ultimately provide for a development that could work better with the land.

However, given the substandard condition of Union Road, when the rezoning was being considered by the Planning Commission, staff indicated they would not support any rezoning which, in comparison to the existing zoning, would add more traffic to this road. Staff noted that any rezoning should be conditioned on the Ivey property directly accessing a collector or arterial street which meets the minimum standards for such street based on its classification and as provided for in the Farragut Subdivision Regulations. This condition may include the completion of Union Road improvements or the construction of an extension of Way Station Trail from Kingston Pike to Union Road and the construction of a roundabout within Union Road that would connect the Ivey property to Way Station Trail extension so that any development resulting from a rezoning of the Ivey property would have direct access to a street which meets the minimum standards for a collector street, as provided for in the Farragut Subdivision Regulations. No portion of property proposed for rezoning could directly access Union Road (other than at the above noted roundabout) unless or until Union Road is improved to at least the minimum standards provided for in the Subdivision Regulations.

RECOMMENDATION: At its meeting on May 17, 2018, the Planning Commission recommended unanimously to approve the rezoning of the Ivey Farm property as outlined and displayed in Ordinance 18-10. The Commission conditioned their recommendation on either the completion of Union Road or the construction of an extension of Way Station Trail from Kingston Pike to Union Road and a roundabout within Union Road so that all portions of any development on the Ivey Farm property resulting from this rezoning would directly access a collector street that meets the minimum standards for such street(s) as provided for in the Farragut Subdivision Regulations.

Included in Ordinance 18-10 is some language that has been added by the Town Attorney to more clearly address the specifics of the Planning Commission's recommendation. Community Development Director, Mark Shipley, recommends approval of Ordinance 18-10.

PROPOSED MOTION: To approve Ordinance 18-10 on first reading.

BOARD ACTION:

MOTION BY:_____ SECONDED BY:_____

<u>VOTE/TOTAL</u>	<u>WILLIAMS</u>	<u>MARKLI</u>	<u>PINCHOK</u>	<u>POVLIN</u>	
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____

ORDINANCE:	18-10
PREPARED BY:	Hose
REQUESTED BY:	Town of Farragut
CERTIFIED BY FMPC:	May 17, 2018
PUBLIC HEARING:	
PUBLISHED IN:	
DATE:	
1ST READING:	
2ND READING:	
PUBLISHED IN:	
DATE:	

AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE TOWN OF FARRAGUT, TENNESSEE, ORDINANCE 86-16, AS AMENDED, PURSUANT TO SECTION 13-4-201, TENNESSEE CODE ANNOTATED.

WHEREAS, issues raised by neighboring residents, and citizens in general, that the existing roadways serving the areas surrounding the Swan and Ivey properties will not accommodate both the existing traffic, as well as the traffic anticipated from the development of those properties, having been found to have merit, and in order to better protect and provide for the health, safety and welfare of the citizens of the Town, conditions precedent to the rezoning of the Ivey property (the “Property”) becoming effective are set forth herein and are consistent with the recommendation of the Farragut Municipal Planning Commission.

BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Farragut, Tennessee, that the Farragut Zoning Ordinance, Ordinance 86-16, as amended, is hereby amended as follows:

SECTION 1.

The Farragut Zoning Ordinance, Ordinance 86-16, as amended, is hereby amended by rezoning the Properties being referred to herein as the Ivey property or the Property, including Parcels 52, 54, 54.01, 55, and 57, Tax Map 151, located at 12723, 12733, 12737, 12743, and 12751 Union Road, 115 Acres, from A and R-1 to R-1/OSR (See Exhibit A), subject to and contingent upon the Owner of the Property complying with the following:

A. Ensuring the establishment before issuance of building permits with respect to the development of the Property of a direct access from the Property, which is intended for development into a residential subdivision, to a collector or arterial street that meets the minimum standards as required by the Town’s subdivision regulations, by either (i) the completion of construction by the Town of its pending plans for the widening and improvement of Union Road, or (ii) the completion at the expense of the developer, owner, or the owner’s successors or assigns of the Property or the Swan Property, of the (a) design and construction of a roundabout at the intersection of the contemplated extension of Way Station Trail with Union Road (the

“Roundabout”), and (b) if the Way Station Trail extension has not been, or is not being designed and constructed by the owner of the Swan property, then the design and construction of the extension of Way Station Trail from the north right-of-way line of Kingston Pike to the point of intersection with the Roundabout being constructed on Union Road built to the minimum standards of a collector or arterial street in the Town’s subdivision regulations (the “Way Station Trail Extension”); and

B. Should the election be made not to await the completion by the Town of the Union Road improvements, the rezoning of the Property would be subject to and conditioned upon entry into an agreement, in recordable form, the obligations of which run with the land and bind future owners of the Property, between the owner of the Property (the “Owner”), and the Town before the second reading of this rezoning ordinance, in form and substance satisfactory to the Town Attorney, which agreement must include the following requirements provided that the Owner of the Swan Property is not already bound to perform said requirements, as well as other requirements necessary to carry out the intent of this ordinance, to be carried out by the Owner (the “Agreement”):

(i) If it is necessary in order to satisfy the conditions that it construct the Way Station Trail Extension, (a) submit and obtain approval of a preliminary plat for the Way Station Trail Extension in accordance with the regulations of the Town of Farragut as a collector or arterial street, (b) construct the Way Station Trail Extension in accordance with the approved preliminary plat and (c) submit and obtain final as-built plat approval of the Way Station Trail Extension; and

(ii) Construct the Roundabout in accordance with the plans prepared by or for the Town for the improvements to Union Road, including the tie-in with any existing roadways that intersect with the Roundabout, including the entrance to the contemplated subdivision, Way Station Trail Extension and the sections of Union Road to the east and to the west of the Roundabout; and

(iii) If necessary that the Owner construct the Way Station Trail Extension, then construct the tie-in connection between Kingston Pike and the Way Station Trail Extension at said intersection, all in accordance with the regulations of the Town or the Tennessee Department of Transportation; and

(iv) In order to secure the Owner’s obligations to perform work within the right-of-way of the Town within Union Road in order to construct the Roundabout and, if required, at the point of the tie-in of Kingston Pike with the Way Station Trail Extension, the Owner will, prior to the second reading of the rezoning ordinance, deliver a completion letter of credit for the benefit of the Town in an amount established by the Town Engineer; and

(v) The Owner of the Property would voluntarily contribute to the Town to be used in the improvement of Union Road and the Roundabout such portions of the Property as may be necessary to adequately provide the right-of-way to widen Union Road, to install pedestrian facilities as required by the regulations of the Town, and necessary to accommodate the Roundabout; and

(vi) The Owner of the Property would not transfer title to any portion of the Property without requiring the transferee to assume the obligations of the Owner under the Agreement, which assumption would not operate to release the Owner from the obligations of the Agreement; and

(vii) Upon substantial completion of the construction of the Roundabout and, if necessary, the Way Station Trail Extension, the approval of same by the Town, and, with respect to the Way Station Trail Extension, the recording of the final plat, the rezoning of the Property will become effective and the Owner will be eligible to apply for building permits for the development.

C. It is the intent of this ordinance to ensure that if the Owners or developers of the subject Property does not await the completion of the improvement of Union Road by the Town, then before there are end users of lots in the residential subdivision planned for the Ivey Property and of any portion of the development of the Swan Property that the Way Station Trail Extension be usable as access to said Properties. It is the further intent of this ordinance that the buildout of the infrastructure of the developments on the Swan and Ivey Properties be allowed to occur simultaneously with the construction of the Way Station Trail Extension and the Roundabout.

SECTION 2.

This ordinance shall take effect from and after its final passage and publication, the public welfare requiring it.

Ronald Pinchok, Mayor

Allison Myers, Town Recorder

Certified to the Farragut Board of Mayor and Aldermen this _____ day of _____, 2018, with approval recommended.

Rita Holladay, Chairman

Edwin K. Whiting, Secretary

FARRAGUT MUNICIPAL PLANNING COMMISSION

RESOLUTION PC-18-11

FARRAGUT MUNICIPAL PLANNING COMMISSION

A RESOLUTION TO APPROVE AN AMENDMENT TO THE FARRAGUT ZONING MAP, ORDINANCE 86-16, TO RECOMMEND THE APPROVAL OF THE REZONING OF PARCELS 52, 54, 54.01, 55, AND 57, TAX MAP 151, LOCATED AT 12723, 12733, 12737, 12743, AND 12751 UNION ROAD, 115 ACRES, FROM A AND R-1 TO R-1/OSR

WHEREAS, the Tennessee Code Annotated, Section 13-4-201et seq, provides that the Municipal Planning Commission shall make and adopt a general plan for the physical development of the municipality; and

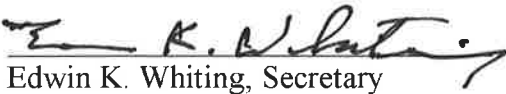
WHEREAS, the Farragut Municipal Planning Commission has adopted various elements of a zoning plan as an element of the general plan for physical development; and

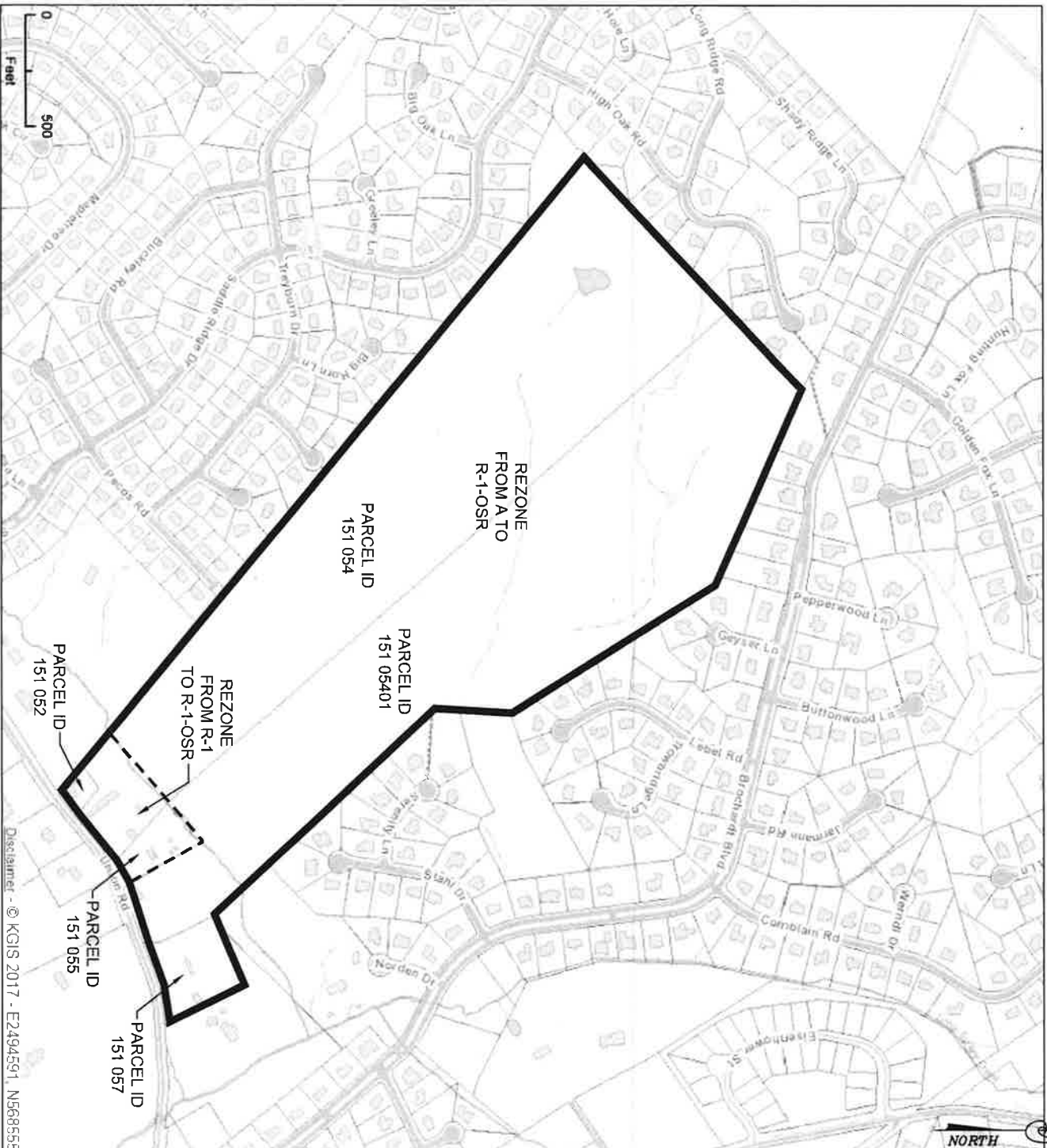
WHEREAS, a public hearing was held on this request on May 17, 2018;

NOW, THEREFORE, BE IT RESOLVED that the Farragut Municipal Planning Commission hereby recommends approval to the Farragut Board of Mayor and Aldermen of an ordinance, amending Ordinance 86-16, of the Farragut Zoning Ordinance, by adding Ordinance 18-10.

ADOPTED this 17th day of May, 2018.


Rita Holladay, Chairman


Edwin K. Whiting, Secretary



SITE

INCORPORATED

Civil Engineers & Surveyors

10215 Technology Drive, Suite 304
Knoxville, TN 37932
Phone: (603) 777-4160

Fax: (603) 777-4169

Rezoning Exhibit

Ivey Farm
Union Road
Farragut, Tennessee

DRAWN BY: ACH DATE: 04/27/17

CHECKED BY: DOR FILE: _____

REVISIONS

NO.	DATE	COMMENTS

RZ1



Exhibit A
Ordinance 18-10

Rezone
Ivey Farm Property
Union Road

From
A (Agricultural) and
R-1 (Rural Single-Family Residential)

to

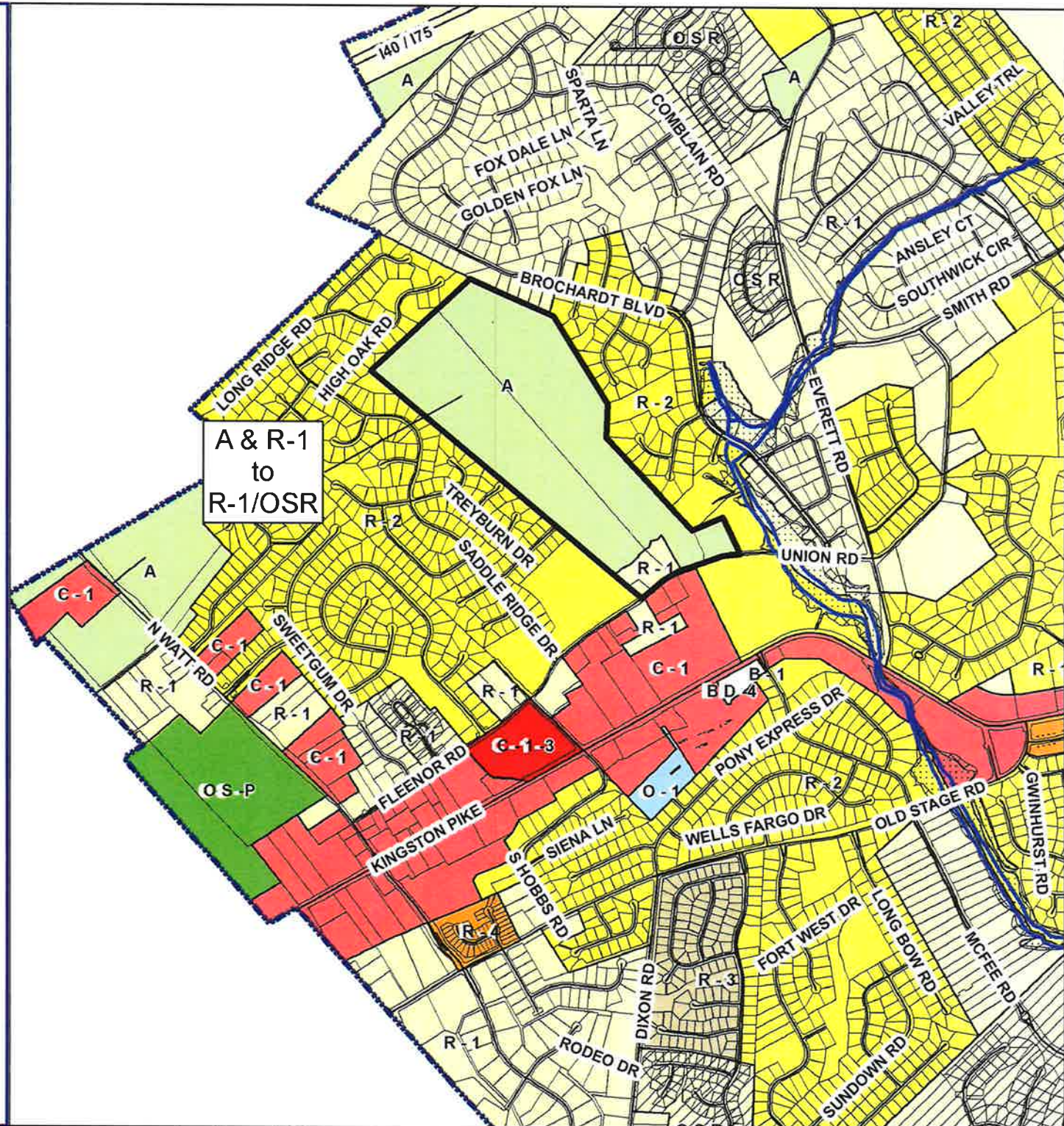
R-1/OSR (Rural Single-Family Residential/
Open Space Residential)

Legend

- FEMA Floodway
- FPD-100 Year
- FPD-500 Year
- Streets
- Parcels
- A, Agricultural
- B-1, Buffer
- OS-P, Open Space/Park
- R-1, Rural Single-Family Residential
- R-2, General Single-Family Residential
- R-3, Small Lot Single-Family Residential
- R-4, Attached Single-Family Residential
- OSR, Open Space Residential Overlay
- O-1, Office
- C-1, General Commercial
- C-1-3, General Commercial, Three Stories



1 in = 1,500 ft



REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Mark Shipley, Community Development Director

SUBJECT: Approval of request for a variance from the distance between driveways requirement in the Driveways and Other Accessways Ordinance in association with a requested right in right out access onto Concord Road for the property referenced as 816 Concord Road, Parcel 001, Tax Map 153B, Group B, .5 Acres, Zoned RA (Knox County) (John and Sarah Mailen, Applicant)

INTRODUCTION: As background to this request, the entire Concord Road right of way is within the Town of Farragut though some parcels that front along the east side of Concord Road are not within the Town limits. For these parcels, the Town would not have direct involvement with how they are developed except for approving access onto Concord Road.

DISCUSSION: In the next few months TDOT will be initiating work on significant improvements to Concord Road from Turkey Creek Road to Northshore Drive. As part of this project, access points will be considered. The applicant is requesting approval for a right in/right out access onto Concord Road for a small half-acre residential lot that was purchased by the applicant in 1990. The property is zoned residential (RA) in Knox County and is very limited in how it could be used due to its size and shape. The applicant does not own adjacent property and is solely requesting a residential scale right in right out driveway access since the property would have no other access option.

Since Concord Road is classified as an arterial street on the Town of Farragut's Major Road Plan, the minimum distance between driveways is 400 feet as provided for in the Driveways and Other Accessways Ordinance. The right in/right out access requested by the applicant is roughly 119 feet from the existing residential access to the north and 194 feet to the nearest driveway to the south. As part of the Concord Road improvement project, a raised median will be constructed along this section of Concord Road. This will create, by default, the right in right out turning moving to access the property. Since the proposed access point does not meet the required 400 feet of driveway separation, the applicant is requesting a variance from the distance between driveways requirement in the Driveways and Other Accessways Ordinance.

RECOMMENDATION: Since the property in question would have no other access and TDOT has already approved the requested residential access (copy is included in the packet), Community Development Director, Mark Shipley, would recommend approval subject to this being only a right in/right out residential driveway access since the Concord Road improvement project includes a raised median through this section. There shall be no median cut approved at any time in the future. The median must remain as shown in the road improvement design.

PROPOSED MOTION: To approve the requested residential driveway access onto Concord Road and the associated variances with the stipulations noted by staff.

BOARD ACTION:

MOTION BY: _____ **SECONDED BY:** _____

<u>VOTE/TOTAL</u>	<u>WILLIAMS</u>	<u>MARKLI</u>	<u>PINCHOK</u>	<u>POVLIN</u>	
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____

STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION
1045 Maintenance Lane
Knoxville, TN 37914

May 10, 2017

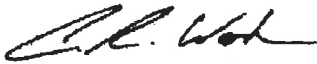
Steven M. Borden, P.E.
Director/Assistant Chief Engineer
TDOT – Region 1
7345 Region Lane
Knoxville, TN 37914

Re: Residential Driveway Submittal on SR 332, MM 1 (816 Concord Road) – Knox County

Steve,

I met with the property owner and reviewed the sight distance. I am acceptable to this request for a residential driveway at this address. If you have any questions or need additional information, please feel free to call me at 865-594-5976.

Sincerely,



Casey R. Wood, P.E.
District Operations Supervisor

Proposed Residential Driveway
for 816 Concord Road
Requested by Sarah Mailen
(865) 385-9048

RECEIVED

APR 13 2013

120 TOWN OF FARRAGUT

CURVE S.R. 332
PI 118+70.35
N 563.203.5575
E 2,518.632.8551
Δ 16° 19' 12" (LT)
D 3' 00' 00"
R 1,909.86
L 544.00
T 273.85
SE 0.027 FT/FT
DESIGN SPEED 40 MPH
TRANS. LENGTH 170

STA. 118+96.00 S.R. 332=
STA. 30+00.00 CLARITY POINTE LN.
N 563184.0807
E 2518660.5389

Lamar Properties

194 feet from the
next driveway to the
south.

119 feet from the next
driveway to the north

10 feet from
proposed driveway.
However, there will be a Raised
Medium strip that cannot be
crossed by vehicular traffic.

R.O.W.
PLANS

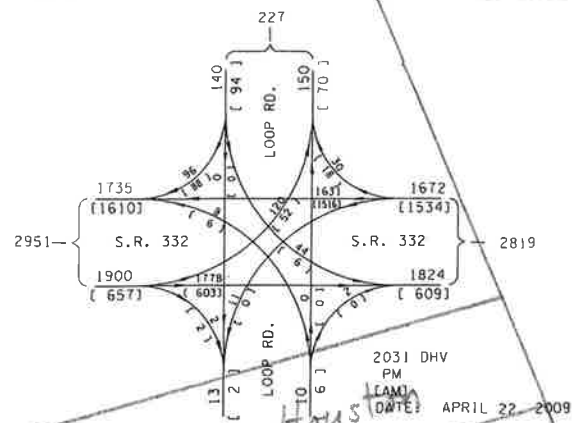
SEALED BY

COORDINATES ARE NAD83(1995),
ARE DATUM ADJUSTED BY THE
FACTOR OF 1.00009 AND TIED TO
THE TGRN. ALL ELEVATIONS ARE
REFERENCED TO THE NAVD 1988.

STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION

PROPOSED
LAYOUT

STA. 107+00 TO STA. 120+00



Alan S. + Patricia Houston
Carolyn Faye Jeter

115

SARLA F.

Proposed Driveway

RAISED MEDIUM STRIP

STA. 108+85.00 S.R. 332=
STA. 20+00.00 LOOP RD.
N 564165.1749
E 2518423.6602

Driveway

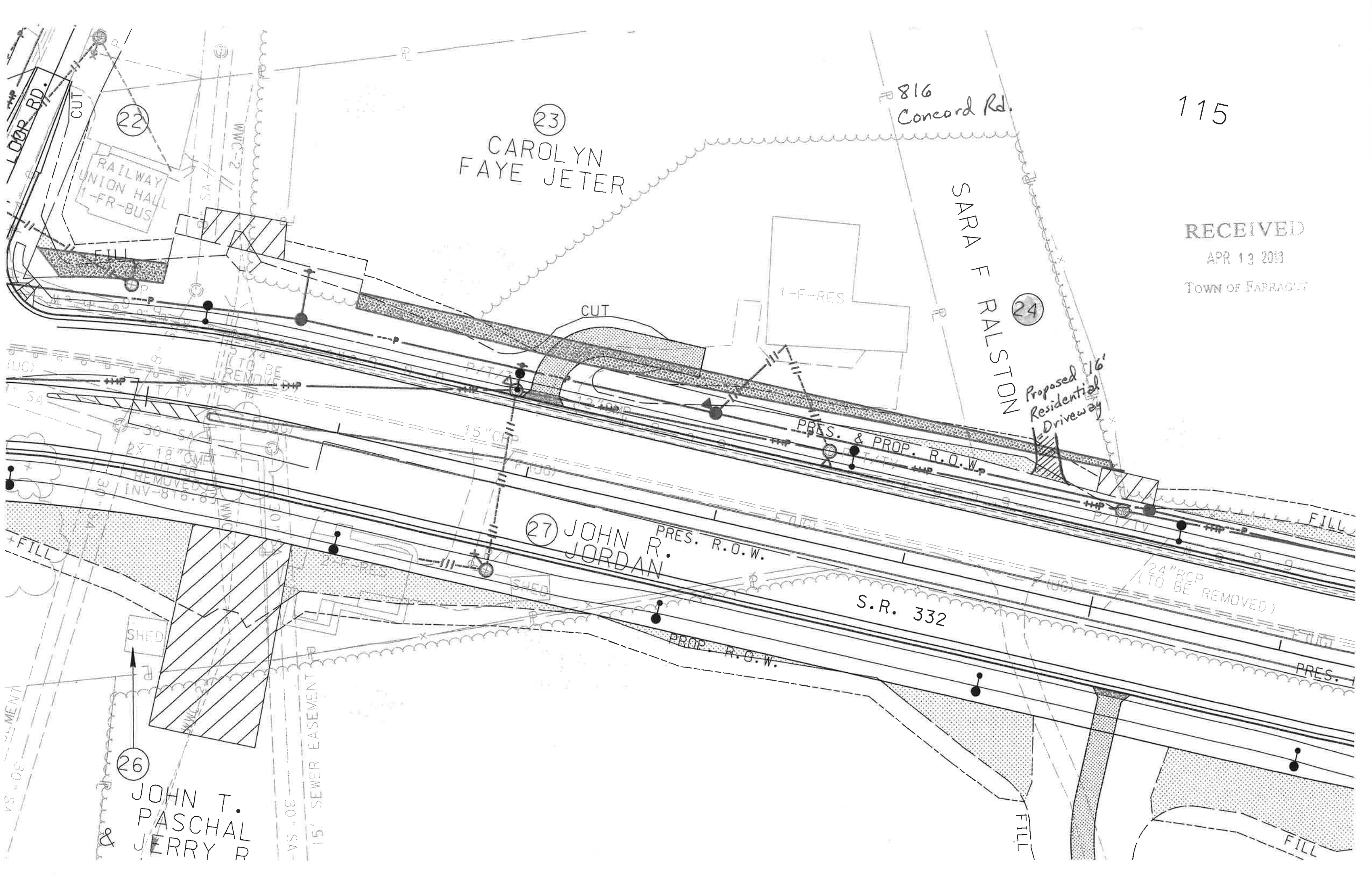
MAINLINE
SUPERELEVATION TABLE

107+00.00	0.018	0.018	113+50.00	0.020	0.020
107+50.00	0.032	0.032	114+00.00	0.020	0.020
107+61.08	0.035	0.035	114+50.00	0.020	0.020
108+00.00	0.035	0.035	115+00.00	0.020	0.020
108+50.00	0.035	0.035	115+11.50	0.020	0.020
109+00.00	0.035	0.035	115+50.00	0.020	0.009
109+50.00	0.035	0.035	115+96.50	0.020	0.003
109+85.38	0.035	0.035	116+00.00	0.020	0.004
110+00.00	0.031	0.031	116+50.00	0.020	0.018
110+50.00	0.017	0.020	116+81.50	0.027	0.027
110+85.38	0.008	0.020	117+00.00	0.027	0.027
111+00.00	0.003	0.020	117+50.00	0.027	0.027
111+50.00	0.010	0.020	118+00.00	0.027	0.027
111+85.38	0.020	0.020	118+50.00	0.027	0.027
112+00.00	0.020	0.020	119+00.00	0.027	0.027
112+50.00	0.020	0.020	119+50.00	0.027	0.027
113+00.00	0.020	0.020	120+00.00	0.027	0.027

CURVE S.R. 332
PI 108+69.22
N 564.193.9417
E 2,518.439.3829
Δ 26° 25' 03" (RT)
D 6' 00' 00"
R 954.93
L 440.29
T 224.14
SE 0.035 FT/FT
DESIGN SPEED 40 MPH
TRANS. LENGTH 200

CURVE CLARITY POINTE LANE
PI 30+90.54
N 563.153.0583
E 2,518.575.4841
Δ 2° 59' 10" (RT)
D 4' 00' 00"
R 1,432.39
L 74.65
T 37.33
SE 0.020 FT/FT
DESIGN SPEED 20 MPH
TRANS. LENGTH 65
PC 30+53.20
PT 31+27.85

NOTE: SEE SHEET 2E FOR GREENWAY
ALIGNMENT DETAILS & CURVE DATA.



115

RECEIVED
APR 13 2013
TOWN OF FARRAGUT

816
Concord Rd.

SARA F RALSTON

23
CAROLYN
FAYE JETER

27
JOHN R.
JORDAN

26
JOHN T.
PASCHAL
& JERRY R

S.R. 332

Proposed 16'
Residential
Driveway

1-F-RES

RAILWAY
UNION HALL
1-FR-BUS

24" RCP
(TO BE REMOVED)

CUT

15" CHP

2X 18" CMF

REMOVED

INV-816.83

SHED

15' SEWER EASEMENT

FILL

FILL

PRES.

PRES.

PRES.

PRES.

PRES.

PRES.

PRES.

PRES.

REPORT TO THE BOARD OF MAYOR AND ALDERMEN**PREPARED BY: Joe LaCroix, IT Manager****SUBJECT: Approval of Proposal for the InCode software upgrade**

INTRODUCTION: The Town of Farragut (the Town) adopted the Information Technology Strategic Plan in May 2016. This plan outlined issues and opportunities within the scope of Information Technology within the Town. The first major issue addressed was the need for an Enterprise Resource Planning (ERP) software to integrate the various department functions into a seamless platform encompassing core financials, payroll, Community Development functions and work order processing.

ERP software is a business process management software that allows an organization to use a system of integrated applications to manage the business and automate many back-office functions related to technology, services and human resources. With a focus on integrating many of these systems into a seamless package, the eGov (Electronic Government) team created a needs assessment document and published a Request for Proposal (RFP) on April 2, 2018. The eGov team reviewed the proposals, selected two vendors for demonstration and unanimously selected the solution presented.

BACKGROUND: The eGov team is comprised of staff members from all departments of the Town. These members are technologically savvy and familiar with operations within their specific department. eGov members were responsible for meeting with department stakeholders to create a requirements list for the ERP software vendors. This requirements list was discussed within the eGov team meetings and revised to present to vendors in the RFP.

Once the RFP period elapsed (April 30, 2018), the eGov team met to review all submitted proposals. From the submitted proposals, vendors were selected that met the criteria as outlined in the RFP. The vendors were reviewed on which proposed systems had the most positive responses to the ERP requirements checklist published with the RFP.

From this review process, two vendors were chosen to make online presentations to the eGov team. The eGov team interacted with the vendors during the presentations to provide insight into implementation, process management, training and support, and overall functionality of the software being presented. After the presentations from the vendors occurred, the eGov team discussed the merits and disadvantages of each software system.

The review was thorough and fair with the eGov team noting that both vendors have excellent qualities and noting the software's shortcomings. When the discussion concluded, all eGov team members unanimously chose to recommend the same solution.

DISCUSSION: The intention of the eGov team was to pick one vendor to supply the entire ERP solution. However, after reviewing each vendor's proposal and participating in the demonstration, it was found that by combining the two vendors best modules we would have the best solution for the Town. The specific modules selected are as follows:

- Finance, Payroll, Human Resource Management: InCode 10
- Citizen Portal, Community Development, Work Order Processing: MyGovernment Online (See Agenda Item VIII.C.)
- PALS: Continue with RecDesk

InCode is the current software used for finance. The recommendation is to update InCode from version 5 to version 10. The cost to upgrade the system is \$34,500. Annual maintenance cost will continue to be approximately \$13,000 per year. The differences in performance and functionality are significant. The upgrade process should be relatively seamless with a quick training transition. Features in the new software have been greatly enhanced for Human Resources Management functionality.

InCode can be upgraded at any time. The Town is currently under contract with Tyler Technologies (the maker of InCode) and per Paragraph 10, Section C, (see attached contract) can engage the services to update the InCode software. Disruption to ongoing financial activities should be minimal and since the same company is responsible for the old software, the process will be a familiar exercise for them. The Town will have to engage TekLinks for server-side support on this upgrade.

FINANCIAL SECTION:

Account Number: 110-41640-947

Total Budget

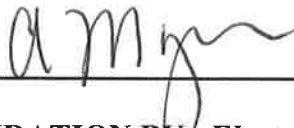
\$100,000

Requested Amount

Incode \$34,500

Remaining Amount

\$65,500

Approved By: 

RECOMMENDATION BY: Electronic Government Team

PROPOSED MOTION: Approval of Proposal for the InCode software upgrade in the amount of \$34,500.

BOARD ACTION:

MOTION BY: _____ **SECONDED BY:** _____

<u>VOTE/TOTAL</u>	<u>MARKLI</u>	<u>PINCHOK</u>	<u>POVLIN</u>	<u>WILLIAMS</u>	
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____



ORIGINAL

TOWN OF FARRAGUT

SOFTWARE AND IMPLEMENTATION SERVICES FOR ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM

MONDAY, APRIL 30, 2018

DK ROBERTSON
5519 53RD STREET, LUBBOCK, TX 79414
800.646.2633
DK.ROBERTSON@TYLERTECH.COM





Quoted By: DK Robertson
 Quote Expiration: 10/15/2018
 Quote Name: Town of Farragut-LGD-Inc Migration, EG
 Quote Number: 2018-48499-3
 Quote Description: RFP Response

Sales Quotation For

Town of Farragut
 11408 Municipal Center Dr
 Farragut , TN 37934-2830
 Phone: +1 (865) 966-7057

Tyler Software and Related Services

Description	License	Impl Hours	Impl Cost	Data Conversion	Module Total	Maintenance
Incode 10						
Laserfiche Interface - Financial/Personnel Management	\$0	0	\$0	\$0	\$0	\$0
Laserfiche Interface - CRM	\$0	0	\$0	\$0	\$0	\$0
<i>Sub-Total:</i>	\$0		\$0	\$0	\$0	\$0
TOTAL:	\$0	0	\$0	\$0	\$0	\$0

Tyler Migration Services

Description	Investment
Incode 10 CIS Migration Services	
Cashiering	\$4,000
Incode 10 Financial Migration Services	
Core Financials	\$12,500
Fixed Assets	
Project Accounting	
Purchasing	
Incode 10 Personnel Management Migration Services	
Applicant Tracking Interface (AppliTrack)	\$18,000
Employee Self Service (Employee Portal)	
ESS Time & Attendance (Number of FTE Employees)	
Personnel Management (Includes Position Budgeting)	
<i>Sub-Total:</i>	\$34,500
TOTAL:	\$34,500

Other Services

Description	Quantity	Unit Price	Extended Price	Maintenance
Project Management	1	\$0	\$0	\$0
TOTAL:			\$0	\$0

Summary	One Time Fees	Recurring Fees
Total Tyler Services	\$0	\$0
Total Migration Services	\$34,500	
Total Third Party Hardware, Software and Services	\$0	\$0
Summary Total	\$34,500	\$0
Contract Total	\$34,500	

Comments

The signee(s) certify that funds have been reserved and/or encumbered for the full amount of the items quoted above and will be remitted based on the terms below. Tyler will invoice Client for any Migration Fees (if applicable) listed above upon the go-live of each product suite. Otherwise, all terms and conditions and payment schedules of the Agreement remain in full force and effect. Tyler will invoice Client for any License Fees listed above upon delivery of the software. Any Maintenance Fees listed above will be invoiced upon one (1) year from the effective date and annually thereafter on the anniversary of that date. The first year's maintenance is waived. All payment terms are net thirty (30) days.

- Core Financials includes general ledger, budget prep, bank recon, AP, Express, CellSense, a standard forms pkg, output director, positive pay, secure signatures (qty 2).
- Cashiering supports credit/debit cards via ETS, includes PCI Compliant, a cash collection interface, a cashiering receipt import)

ERP Checklist

ERP CHECKLIST

Vendor(s): Tyler Technologies, Inc.

If multiple vendors, who is the lead? N/A

Product(s): Incode 10 and EnerGov

Received date:

Complete Package: ☒ Y/N

General Information	Y/N	Comments
Is Software GIS based?	Yes, EnerGov	
Does vendor provide references?	Yes, EnerGov	
Does software include report generation and canned reporting?	Yes, EnerGov	
Does software easily integrate with other software packages?	Yes, EnerGov	
Does software support mobile devices? Can mobile devices upload pictures?	Yes, EnerGov	
Does software contain workflow management?	Yes, EnerGov	
Does vendor provide migration for current data?	Yes, EnerGov	
Does software contain Project Management Capabilities?	Yes, EnerGov	

ERP Checklist

Does software contain facilities management?	No	
Modules:	Y/N	Comments
Finance If No, does vendor interface with Incode?	Yes, Incode 10	
Community Development If No, does vendor propose partner?	Yes, EnerGov	
Human Resource Management If No, does vendor propose partner?	Yes, Incode 10	
Business Licensing? If No, does vendor propose partner?	Yes, EnerGov	
Payroll If No, does vendor propose partner?	Yes, Incode 10	
Citizen Portal? If No, does vendor propose partner?	Yes, EnerGov & Incode 10	
Module: Community Development	Y/N	Comments
Permitting If No, does vendor propose partner?	Yes, EnerGov	
Inspections If No, does vendor propose partner?	Yes, EnerGov	
Code Enforcement If No, does vendor propose partner?	Yes, EnerGov	
Plans Review If No, does vendor propose partner?	Yes, EnerGov	
Electronic Plans Submittal? If No, does vendor propose partner?	Yes, EnerGov	
Contractor Portal If No, does vendor propose partner?	Yes, EnerGov	
Module: Citizen Portal	Y/N	Comments
Forward Facing/ Web Based If No, does vendor propose partner?	Yes, EnerGov	

ERP Checklist

Work Order Generation/Tracking If no, does vendor propose partner?	Yes, Incode 10	
Module: Finance	Y/N	Comments
General Ledger If No, does vendor propose partner?	Yes, Incode 10	
Purchase Orders If No, does vendor propose partner?	Yes, Incode 10	
Accounts Payable If No, does vendor propose partner?	Yes, Incode 10	
Accounts Receivable and Cashiering If No, does vendor propose partner?	Yes, Incode 10	
Business Licensing If No, does vendor propose partner?	Yes, EnerGov Yes, Incode 10	
Fixed Assets If No, does vendor propose partner?	Yes, Incode 10	
Check Reconciliation If No, does vendor propose partner?	Yes, Incode 10	
Central Cashiering If No, does vendor propose partner?	Yes, Incode 10	
Module: Human Resources	Y/N	Comments
Applicant Tracking/ Management If No, does vendor propose partner?	No, Yes- AppliTrack	
Employee Master File If No, does vendor propose partner?	Yes, Incode 10	
New Employee Checklists If No, does vendor propose partner?	No, Yes- AppliTrack	
Integration with MS Outlook If No, does vendor propose partner?	Yes, Incode 10	
Timekeeping If No, does vendor propose partner?	Yes, ESS	Employee Self Service works with Incode.

ERP Checklist

Electronic Payroll Processing If No, does vendor propose partner?	Yes, Incode 10	
Module: Parks and Leisure Services	Y/N	Comments
Athletic League Scheduler If No, does vendor propose partner?	NO	
Event Registration If No, does vendor propose partner?	NO	
Facilities/ Field Rentals If No, does vendor propose partner?	NO	Can bill in miscellaneous accounts receivable

ADDITIONAL SOLUTION OVERVIEW

Tyler Technologies is dedicated to developing, implementing, and supporting software solutions that are tailored specifically for the public sector. Our specialized expertise and experience in this area gives us the ability to provide solutions that address the varied yet unique needs of this type of organization, positioning Tyler as a leading provider of software for the public sector. We are pleased to offer Incode products and services in response to your Request for Proposal and have included a description of the proposed applications.

SOFTWARE TECHNOLOGY

Adhering to a philosophy of “progress without breakage” means we are continually evolving both the technology and the functionality of our product while successfully transitioning our customers through each subsequent generation of software. This strategy has contributed significantly to the 99% customer retention rate within the Incode customer base.

The proposed Incode solution is comprised of important layers.

- The database layer, which utilizes Microsoft SQL
- The business logic layer, which uses Active X, Visual Basic, Delphi, and others
- The client interface layer comprised of objects written in Delphi and C+
- Incode’s latest generation of software offers Microsoft .NET technology

Taking advantage of the tools offered through this revolutionary product along with Microsoft SharePoint, customers can define role-specific security, create user-specific consoles, and set up user-defined and user-specific processes. Query-by-example searches and recent activity tracking



ERP Checklist

allow users to organize and access data more efficiently. These tools, along with messaging options and expansive reporting capability, give customers what they need to streamline their operations.

DATABASE

Microsoft SQL is the underlying database for Tyler's applications, offering an RDBMS environment with easy access to the data for exporting, querying and reporting purposes. This database solution also supports an MS SQL Data Warehouse option for data mining, reporting and analysis capabilities in a user-friendly environment without impacting performance.

MODULAR INTEGRATION

The Incode solution represents an extensive collection of integrated applications that are categorized into suites for Financial Management, Personnel Management, Citizen Services, Court Case Management, Public Safety Management, Mobile Applications, and Online Solutions.

Incode applications are organized in a modular design and utilize a single database for all applications with unlimited concurrent users. The two-fold benefit of this modular approach allows customers to purchase and implement specific applications as needs arise and budgets allow while still offering the integration necessary to maintain a productive and cost-effective environment as new modules are added.

WORKFLOW CAPABILITIES

Incode software provides the tools to allow users to achieve optimal operational efficiency and organizational effectiveness. With that in mind, all Incode applications in this proposal offer close integration and a variety of security options.

Incode software offers electronic workflow throughout the system. Individual steps within a packet also allow for systematic review and approval as well as suspension of transactions. An audit footprint is associated with each processing step (input, last edit, approve, update, etc.), which includes user identification, date, and time.

USER INTERFACE

Tyler's Incode software offers a true windows solution taking advantage of the latest tools technology has to offer. Global options include communication alerts, processes, and reports across multiple applications. Extensive filter and query capabilities are available throughout the software allowing users to retrieve records and transactions based on partial entry and viewed prior to selection. With a concept of "find first, edit second", retrieved records may be edited contingent upon user security. Dynamic grid controls give users greater flexibility in sorting, viewing and grouping information. User-defined configurations can be saved and are specific to the user. Grid contents can also be printed and exported to Microsoft Excel, HTML or XML formats.

*Town of Farragut
Software and Implementation Services
for Enterprise Resource Planning (ERP) System*

Tyler Technologies, Inc.

Page 55 of 129

ERP Checklist

Data validation is also extensive throughout the Incode solution and includes record checking as well as numeric and decimal enforcement. Calendar buttons offer a fully automated way to select dates by viewing and selecting a day, month, and year on a calendar pad. Users also have the ability to export grid contents to Microsoft Excel, HTML or XML formats.

WORKSPACES

The Incode Workspace is the user interface that runs in the program shell. Within the Workspace, an unlimited number of customized, role-based Work Stations can be created. Work Stations can include data processing screens, custom widget spaces, search results, external web pages, and more.

WIDGETS

Work Stations are customized by including user-defined widgets in the space. Types and content of Widgets are only limited by the user's imagination. Widgets can include application shortcuts or favorites menus, commonly searched terms, system notifications, pinned or scheduled reports, or any sets of data within the application. With Business Intelligence services, the client can use Tyler's resources to build custom widgets specific for that client office.

KEY PERFORMANCE INDICATORS (KPI)

One of the strengths of role-based work stations is the ability to add customized KPIs relevant to the user's work processes. Whether that's a list of outstanding invoices to process, information about the budget status, or number of employees on PTO at any given time, KPIs are an instrumental part of developing a more efficient work process.

DRILL-DOWN FUNCTIONALITY

All data used from the application to create Widgets include full capability to drill down into the data, and jump to active processing screens directly from a workspace. All data is automatically updated back into the Widget displaying the data. All lists shown in the application are fully interactive and feature abilities for customized queries, column orders, groupings and more.

WORKSPACE MANAGEMENT

User Workspace customization is client-defined. Users can be restricted to pre-defined templates for their workspaces, creating a controlled work environment. By default, individual Work Stations are displayed as tabs within the Incode shell; however, they can also be undocked and used as stand-alone screens, perfect for dual monitors and power users.



REPORTING AND ANALYSIS TOOLS

Beyond the extensive query capabilities available, Incode software also includes standard reporting and analysis tools and an integrated Report Writer for creating ad-hoc reports. All reports in Incode software can be previewed through a viewer with user-defined display parameters, layouts, formats, and printer options. The viewer provides search and go to functionality as well as drill-down options directly to the related data within the software.

Reports can be printed from the viewer at any time or exported to a variety of formats including Microsoft Word and Excel, HTML, CSV and XML formats. Reports can be scheduled to run automatically at user-specified times in addition to automatic delivery to designated personnel. The Report Writer also allows users to modify existing reports as needed and design new reports more unique to their organization.

WEB CAPABILITIES

Incode's web solutions allow organizations to interact with the public and offer access to real-time information through website integration of Incode applications. These web applications are supported by Incode through InSite, a web portal accessed through a link on an existing website for the express purpose of serving the online components within the software. Tyler also offers services designed to facilitate the upload of payment information to the Incode applications.

SYSTEM SECURITY

Tyler's Incode solution uses the Trusted Security Model based on Microsoft Windows® philosophy. This means once a user logs into his/her operating system, Incode's system security will automatically recognize the individual.

Security within the software supports both individual and group permissions simultaneously. These permissions can be assigned to individual applications and programs within applications. The software also tracks which programs are executed and by whom. The system logs information such as date, time, user, program name, and system message for each entry. Other security options available in a number of Incode applications include fund, department, record, tab, and field.

AUDIT TRAIL FEATURES

Transactions are processed in Incode using a packet concept (user-defined groups of transactions) creating a system level audit trail of input, edit, registers, approval, and update of data. A footprint is associated with each packet and step reflecting the operator identification, date, and time. Transaction Registers provide detailed information including dates, general ledger account names and numbers, transaction amounts, descriptions, and references. All transactions are also branded with an identification that incorporates the source module from which they originated.



ERP Checklist

Transaction audit reports are an additional audit source and are obtainable for specified date and account ranges. System-generated audit logs are also accessible that track user access to all programs within the system. Additionally, the system creates audit files within a number of the individual applications that log any changes to critical fields. Audit Reports can be generated that reflect the type of change (add, change or delete), date, time, operator ID, data file, field ID, old data and new data.

BEST BUSINESS PRACTICES AND PROCESS IMPROVEMENT

The user-defined customization incorporated into the Incode solution provides users with the ability to define the structure and content of the software according to the best business practices applicable to their specific environment. To complement that flexibility, our implementation approach provides the opportunity to review current business practices and processes. Tyler's staff can meet with personnel to identify areas for improvement and determine the most efficient workflow environment in all areas of Incode software.

QUALITY ASSURANCE

Tyler incorporates an extensive Quality Assurance process in the development of our software products. Members of the Incode Quality Assurance team specialize in specific areas of the product line consistently expanding their expertise in that specialty. The appropriate team member is assigned to test the form and function of each component of a new application as well as integration with other Incode applications.

The applicable team member also ensures that any software enhancements perform as expected and validates that any changes made do not have an adverse effect on related programs and systems. In addition to this in-house testing, each new release of Incode software undergoes extensive Beta testing at several customer sites to ensure its reliability in the field.

INCODE FINANCIALS SUITE

Everything you need for complete financial management, powered by the most current, proven technology, is available from the name you can trust. Tyler Technologies' Incode Financial Management Software transforms complex financial tasks and processes into a centralized workflow for efficiency, productivity and accuracy, without sacrificing data integrity.

GENERAL LEDGER

Tyler's Incode General Ledger is the heart of the financial applications suite, providing comprehensive flexibility and control of financial transactions. This feature-rich fund accounting application automates routine functions and provides access to the source document for many transactions in the general ledger. Users can instantly review and report on relevant financial information. Automatic



ERP Checklist

balancing tools maintain accurate data without excessive data entry while ensuring compliance with standard accounting procedures. General Ledger integrates with other Incode Financial, Personnel, Cashiering, Utility Billing, Customer Relationship Management, and Court modules.

INFORMATION & REPORTS

- Exports report results to Adobe PDF, Microsoft® Excel and Word, and Text.
- Produces predefined reports including:
 - General Ledger Detail Report
 - Chart of Accounts, Transaction Report
 - Budget Report
 - Budget Comparison Report
 - Cash Analysis Report.
- Generates financial statements. Financial Statements may be produced in pivoted and comparison formats.
- Creates unique Financial Statements using the integrated Financial Statement Designer.
- Groups accounts to provide quick selection when generating reports.
- Schedules reports to be delivered to users at a specific date/time.
- Maintains a complete audit trail for journal entry reversal and reposting.
- Delivers powerful financial management tools at the individual account level such as: Account status, Detail transactions, Balance tracking for actual, budget, and encumbrance activity.
- Displays a budget analysis graph for each budgeted line item to compare encumbered and actual dollars against budgeted dollars for the fiscal year.
- Gives users search grids with printing and exporting capabilities, including a detailed transaction history grid and budget summary grid.

TRANSACTION EFFICIENCY

- Calculates and tracks allocations, and supports multiple allocation methods.
- Configures account structures by each account type
- Allows accounts to be included in multiple chart of accounts.
- Provides multiple time-saving features for journal entry processing
- Automatically creates all inter-fund balancing entries when posting transactions across multiple funds.



ERP Checklist

- Supports concurrently open fiscal years. Periods within open fiscal years may be closed as needed.
- Journal entries may be posted to a closed fiscal year as needed for adherence with audit adjustments.
- Provides tools to easily extract financial information into an existing Microsoft Excel Spreadsheet.

USER FRIENDLY

- Complete audit functions include footprints and audit logs for tracking changes to data.
- Comprehensive accounting security at the account and budget level.
- GL accounts offer secured add/edit functionality from anywhere in the system.
- Document attachment feature at the account level.
- Time-saving mass add account feature that quickly creates new accounts based on existing accounts.

BANK RECONCILIATION

Tyler's Incode Bank Reconciliation is an interactive module that reconciles monthly bank statements to general ledger cash accounts. System-wide integration automates the month-end reconciliation process, and postings through the General Ledger are recognized for items such as bank deposits, services charges, interest income, and returned and cleared checks. Bank Reconciliation interfaces with Incode General Ledger, Accounts Payable, Payroll, Fixed Assets, Utility Billing, and Cashiering.

INFORMATION & REPORTS

- Reconciles monthly bank statements to general ledger cash accounts with the Incode Reconciliation Statement.
- Produces monthly reconciliation statements reflecting a summary of balances and period activity for both bank account and general ledger for easy comparison.
- Identifies outstanding items to clear during the current month's reconciliation, offering a default clearing date to speed up the reconciliation process.
- Produces a Bank Transaction Report offering many filters such as: bank account, transaction type, cleared date, issued date, check number range, and origination. Indicates voided checks on the reconciliation register.
- Tracks the system where an item originated, the account number associated with the item (source), footprint details, and change history.
- Gives users search grids with printing and exporting capabilities, including a bank transaction history grid.



ERP Checklist

USER FRIENDLY

- Indicates quick item lookup features based on amount range, type, status, originating system, and more.
- Notes feature for Bank Accounts and Bank Statements captures important information.

TRANSACTION EFFICIENCY

- Allows multiple bank accounts.
- Processes an unlimited number of cash accounts per fund.
- Handles “pooled cash” function with a consolidated reconciliation process when a single bank account is maintained for multiple secondary cash accounts in various funds.
- Clears outstanding transactions individually, in groups, or electronically by downloading the bank statement via the Internet from your financial institution. (Bank File Import?)
- Accepts adjustments quickly and easily for transactions such as service charges, interest, and miscellaneous items.
- Tracks the beginning date of the next bank statement, notes this date during initial set up for reconciliation account, and thereafter maintains this date whenever you update the account in the Bank Reconciliation Process.

ACCOUNTS PAYABLE

Tyler’s Incode Accounts Payable facilitates cash, accrual, and modified accrual basis accounting. Accounts Payable makes it easy to monitor cash flow, manage disbursements, and reduce data entry duplication. Its flexibility allows users to process invoices as well as debit and credit memos while maintaining audit trails for data input integrity. Its multiple vendor features allow users to search by vendor name, vendor number or DBA Name, maintain multiple addresses, set payment terms, view a comprehensive transaction history, and easily manage 1099 reporting. This application integrates seamlessly with other Incode modules including General Ledger, Purchase Orders, Payroll, Bank Reconciliation, Fixed Assets, Project Accounting and Work Orders as well as with Business License, Building Projects, Sales Tax and Special Assessments for refund check processing.

INFORMATION & REPORTS

- Offers a variety of reporting options including open payables, cash requirements, and payment registers.
- Includes the Open Payable Report which shows payables for user specified funds and filters the payables on the report by a range of dates.
- Tracks 1099-MISC and 1099-S reportable transactions, prints 1099 and 1096 forms, as well as produces electronic files for federal and state reporting.



ERP Checklist

- Provides ability to track sales and use taxes.
- Exports report results to other data formats including Adobe PDF, Microsoft® Excel and Word, and Text.
- Creates a virtual “paperless office” using integrated Document Management functionality.
- Provides inquiry and management tools for key vendor information including the ability to email EFT and PO notices to vendors directly from within the application.
- Presents vendor transaction history in dynamic, configurable grids with powerful query tools that provide easy printing and data export functions.
- Delivers comprehensive control of the payment process and cash requirements.
- Produces registers and audit reports necessary for a complete audit trail.

USER FRIENDLY

- Prevents duplicate payable numbers.
- Allows unlimited user-defined fields to be added at the vendor level to capture unique information tracking needs.
- Provides tool to change the status of multiple vendors at one time based on last activity date.

TRANSACTION EFFICIENCY

- Provides efficiencies for creating vendor payables based on a defined payment schedule or template.
- Allows for on-demand check writing.
- Displays outstanding purchase orders for a vendor during payable entry.
- Comprehensive transaction history available on Vendors including payments, outstanding payables, purchases, and purchase orders.
- Allows items to be expensed to a virtually unlimited number of accounts and funds.
- Supports check writing from separate funds, a disbursement fund, or a pooled cash fund.
- Allows automatic payment selection by vendor, due date or manual payment selection.
- Supports multiple payment methods, over budget checking and docket/claim numbering.
- Provides add/edit functionality for GL accounts and vendors during payable processing.
- Provides ability to import payables via flat/text file.
- Supports payment to purchase card vendor while tracking purchased from vendor detail.



ERP Checklist

PIVOTPLUS

- Access the data you need out of the system without relying on a programmer to extract or write a custom report
- Enhance your reporting and data analysis capabilities by extending accessibility of your data to MS Excel
- Turn your organization's data into meaningful insights for better decision making
- Easy to use tools extract data to MS Excel in a manner that supports your existing spreadsheets
- Using Incode 10 data, create pivot tables, charts, graphs and other Excel based analytics and then refresh the data as needed

BUDGET MANAGER

Tyler's Incode Budget Preparation creates and maintains budgets for current and future fiscal years. Users can view previous year budgets and create models for future fiscal year budgets. A variety of reporting options gives users the freedom to customize budget spreadsheets to fit their needs. This module can accommodate up to 99 versions per fund, allowing multiple changes and user-defined scenarios. Budget Preparation integrates with Incode General Ledger and Report Generator. Additionally, personnel budgets automatically transfer from our integrated Human Resources Position Control Budgeting module.

INFORMATION & REPORTS

- Consolidates budget prep and analysis functions in one place
- Defines budget information views by fund, department, type, or accounts
- Controls access to budget information so that department heads can be limited to departmental budgets under their control
- Allows users to edit budget information at the individual account level or for all accounts
- Reports budget projections through user-defined financial statement formats
- Provides drill-down to supporting details, notes, and distribution of dollars from budget worksheet views

USER FRIENDLY

- User-defined system security that controls access to the budgeting files
- Accessibility to all revenue and expenditure line items, including future status line items intended for future budget periods
- Easy line item grouping for budget control purposes



ERP Checklist

- Flexible budget notes features including permanent, current, and next year notes at the line item, department, and fund level
- Support for both export and import of budgets with Microsoft Excel

TRANSACTION EFFICIENCY

- Maintains ODBC interface compliance
- Calculates projections based on other budgets or YTD balances with user-defined multipliers and filters on cost centers and account segments
- Imports personnel budgets from the HR Position Control Budgeting module
- Automatically distributes budget amounts evenly to all months or to each month in proportion to the actual amounts from a historical year
- Installs the adopted budget in a quick and simple process
- Tracks all changes to the final approved budget as amendments with a complete audit trail and maintains them in an easily updated budget adjustment file
- Allows you to change the status, amount, or description of any item and provides footprint and change history features to create an audit trail of the change

SMARTER EXCEL REPORTING WITH CELLSense

Are you constantly updating Microsoft Excel spreadsheets with your financial data each month? In a matter of seconds, CellSense can easily take care of that for you. Simply map your General Ledger data to an Excel spreadsheet, and then run CellSense to populate the worksheet. As figures change, a few clicks produce your latest numbers. Little to no maintenance is required, so say goodbye to cutting, pasting and manual data entry. With a little effort up front, you can harness the power of Incode Financials and Microsoft Excel to make an expensive and daunting task economical and easy to perform.

- Extensive time savings for those relying on Excel to analyze and report on financial data from their General Ledger
- Eliminates error-prone tasks such as ongoing manual data entry and manipulation in Excel
- Easily handles General Ledger account groupings mapped to a single cell for rolling up detail to summarized levels
- Ability to validate the accuracy of spreadsheet data using an audit report to eliminate searching for incorrect formulas
- Secures access to financial data for mapping to Excel using Incode General Ledger security settings



ERP Checklist

- Create a CellSense Definition to link your Incode financial information (budgetary figures, actual transactions, encumbrances, etc.) to an Excel workbook
- Map General Ledger account values (month-to-date, year-to-date and totals) to individual worksheets and cells in Excel
- Use account overlays to define filters and wildcards for account groupings mapped to a specific cell address

PURCHASING

Tyler's Incode 10 Purchasing manages requesting, ordering, approving, invoicing and reporting of goods and services. Its flexibility allows approval workflows that meet the needs of your organization. It provides easy access to vendor data and invoice history and provides the ability to directly email purchase orders to vendors and internal staff. Purchasing interfaces with Incode 10 General Ledger, Accounts Payable, Project Accounting and Inventory.

INFORMATION & REPORTS

- Ability to transfer items on a single Requisition to another new, separate requisition for creating a separate purchase order for those items that may be purchased from a separate vendor.
- Integrates commodity codes with each item.
- Generates multiple standard reports based on user-defined parameters: Requisition Summary Report, Requisition Audit, Requisition Approval Report, PO Status Report As Of, PO Receipt Register, PO Aging Report, PO Activity Report and Encumbrance & Reserve Reports.
- Calculates, tracks and reports sales tax on taxable goods and services, with the option to include shipping costs associated with the purchase.
- Offers drill-down on inventory parts during the requisition process so inventory quantities on order and already requisitioned can be viewed.
- Provides budget checking at the individual account or group budget segment level during requisition input with override capabilities.
- Exports report results to other data formats including Adobe PDF, Microsoft® Excel and Word, and Text.
- Provides the ability to view Bid/Quotes associated to a Requisition on the Requisition Summary Report

USER FRIENDLY

- Accommodates changes after creation of a purchase order with the Purchase Order change process and captures complete audit trail of changes.



ERP Checklist

- System security is flexible, allowing for user-defined restrictions to various features such as add, edit, view, delete capabilities, department level security, requisition approvals, et al.
- Users can search requisitions and purchase orders to inquire of their status.
- The requisition system interfaces with Microsoft Exchange for email notification during the requisition approval process.
- Attaches and organizes documents associated with the procurement function for quick retrieval through integration with document management software.

TRANSACTION EFFICIENCY

- Utilizes vendor templates for recurring orders to quickly load details during requisition input.
- Approval workflows can be configured on various aspects of the requisition, including department, GL account, commodity code and project account.
- Integrates with Incode 10 Inventory to automatically update items on order, on-hand changes in the unit's quantity, and price information at the appropriate steps in the ordering and receipt processes.
- Tracks project expenses related to purchases through integration with the Project Accounting module.
- Determines and accounts for variances between purchase orders and invoices received.
- Supports multiple vendor sets for separate taxpayer ID numbers.
- Provides complete encumbrance accounting including partial or full liquidation of encumbrances.
- Requisitions generate pre-encumbrances to be used as part of the budget checking feature.
- Provides sales tax split distributions to multiple separate General Ledger and/or Project accounts.
- Provides ability to track and manage Bids and Quotes from multiple vendors on Requisitions and identify which bid was awarded the purchase.
- Provides analysis of open, closed, or voided POs as well as printing or reprinting of PO forms.
- Provides ability to roll purchase orders forward to the next fiscal year and redistribute encumbrances accordingly.

FIXED ASSETS

Tyler's Incode Fixed Assets is a comprehensive asset management solution designed specifically for the public sector. It provides organizations a powerful tool for tracking and reporting on all fixed assets throughout the life cycle. As an added convenience, assets acquired through other integrated Incode Financial modules can be automatically posted to Fixed Assets. This module reduces duplicate



ERP Checklist

data entry and sets the standard for complete financial integration with automated tracking, management, accounting, and reporting of assets.

INFORMATION & REPORTS

- Tracks assets for multiple funds, departments, and locations.
- Tracks detailed information for an asset such as insurance policies, acquisition and disposition details, and maintenance-related details such as asset condition, warranty, repairs, and maintenance contracts.
- Tracks improvements or additions to existing assets.
- Offers Straight Line method for depreciation reporting.
- Links specified assets to Incode Work Orders for preventative maintenance.
- Provides comprehensive audit detail records.
- Generates a range of master file reports through flexible reporting.
- Exports report results to other data formats including Adobe PDF, Microsoft® Excel and Word, and Text.

USER FRIENDLY

- Provides efficient, comprehensive system integration.
- Gives users the ability to review and evaluate items posted to Fixed Asset G/L accounts in a preliminary asset file to determine proper accounting treatment.
- Delivers code-driven information tracking capabilities, fostering consistency in data entry and greater flexibility in report generation.
- Captures multiple user-defined data elements through use of comment codes.

TRANSACTION EFFICIENCY

- Manages assets by their original serial number or using a defined tag number.
- Tracks multiple user-defined asset classes automatically.
- Establishes relationships between individual asset records using asset types.
- Creates a new asset based on an existing record using the built-in copy function.
- Gives users multiple options for selecting assets for depreciation calculation.
- Records the transfer of assets. This process automates the transfer of assets from one fund to another, including the appropriate transfer of Incode General Ledger information.



ERP Checklist

- Automates the asset disposal process, including calculation of gain or loss on asset sales, and creates all necessary transactions to properly record asset disposal in the Incode General Ledger.

INCODE PERSONNEL MANAGEMENT SUITE

The Incode Personnel Management system incorporates all the attributes of both a feature rich Payroll application and comprehensive Human Resources software. Tools are available that allow users to query and manage information at the employee level including personal data, position history, pay details, leave balances, FMLA events, equipment, workers compensation events, training, education, certification, and reviews.

Direct Deposit capabilities are supported allowing employees to designate an unlimited number of financial institutions and/or accounts for distribution of net pay. Leave tracking features include the ability to accrue standard holiday, sick, vacation, and comp time plus an unlimited number of other user defined leave categories for each employee.

Position Control allows you to manage personnel on a position basis and develop budgets for those positions and related information. Requirements for education, certification, equipment, testing, and training can be assigned to positions. Benefit plans can also be defaulted to positions with the ability to change that when employee assignments are made. Flexible budgeting features give users the ability to develop budgets for future events and multiple scenarios, each utilizing a different set of assumptions. Information about dependents may also be tracked, including name, relationship, social security number, birth date, age, benefit eligibility flag, mailing address, home and work phone numbers.

INTERFACES

An Incode Time Clock Interface is available in a Kronos or Generic format that allows users to import data into the Incode Personnel Management module. In addition, the Incode Distributed Time Entry software fully integrates with the Personnel Management module

HUMAN RESOURCES

Tyler's Incode Human Resources provides an end-to-end solution for tracking employee data and producing regulatory reports. HR manages information such as job descriptions, promotions, disciplinary actions, grievances and terminations. This all-inclusive module offers Employee Management, Position Control and Budgeting, Applicant Tracking, Benefits Administration and Documentation Control. Easy navigation from one field to another offers ease-of-use, and system security ensures confidentiality. The Human Resources application interfaces with Incode General Ledger, Budget Preparation and Payroll.



ERP Checklist

INFORMATION & REPORTS

- Maintains comprehensive employee records including addresses, dependents, emergency contacts, W-2 and I-9 information, training, licenses, education, medical information, pay scales, benefits, disciplinary actions, grievances, and reviews.
- Tracks and ensures compliance with certification or training required and completed for each employee.
- Manages accident and injury claims covered by workers' compensation, including OSHA reportable events.
- Produces standard reports for employee summary, employee hire date, position information, pay history, reviews, discipline, contacts, anniversary dates, birthdays, and dependents.
- Captures multiple user-defined data elements through the use of comment codes.
- Generates these additional reports: Applicant Report, Supervisor Report, Review Report, Training Report, annual benefits statements, Workers' Compensation Report, OSHA 200 and 300, EEO-4 Report, and more.

TRANSACTION EFFICIENCY

- Tracks submission of applications for positions and matches qualified applicants with vacant positions.
- Supports the assignment of an employee to multiple positions.
- Creates multiple budget scenarios with position control budgeting features and automatically transfers personnel budgets to the Incode Budget Preparation module.
- Loads employee payroll deductions into the Incode Payroll module based upon benefit plan coverage defined in the HR system.
- Creates user-defined checklists quickly and easily including hire checklist, annual review, and termination checklist.
- Secures user access to employee data within Employee Manager at the tab level.
- Controls viewing of Social Security numbers by security code; for users who are not assigned this security code, Social Security numbers are concealed on inquiry screens and reports.

USER FRIENDLY

- Eliminates duplicate data entry when integrated with the Incode Payroll application.
- Provides effective tools for monitoring compliance with FLSA and FMLA requirements.
- Easily identifies important dates on employee records through an alerting process.
- Promotes efficient scheduling by groups of employees for training, testing or reviews.



ERP Checklist

- Generates and prints user-defined Human Resources forms, letters, etc., from Microsoft Word® templates.
- Attaches and organizes documents associated with the HR function for quick retrieval through integration with document management software.
- Locates information quickly and efficiently with query and reporting capabilities.

PAYROLL

Tyler's Incode Payroll offers a comprehensive, easy-to-use system to process payroll without duplicate or excessive data entry. This module offers flexibility with multiple pay rates per employee and automatic distribution of earnings and benefits based on predefined percentages to multiple funds, departments, and general ledger accounts. It employs an unlimited number of deduction codes and maintains W-2, I-9, and state and federal tax information. Options include direct deposit and user-defined leave tracking capabilities. Payroll interfaces with Incode General Ledger, Accounts Payable, Project Accounting, Work Orders, Distributed Time Entry, Bank Reconciliation and Human Resources.

INFORMATION & REPORTS

- Produces monthly, quarterly, and year-end reports as required for workers compensation, insurance, tax withholding, and FICA.
- ACA (Affordable Care Act) compliance including:
 - Menu items, data input forms and tables to collect reportable data
 - Utility to import ACA employee codes and dependent coverage information from Excel
 - Ability to print 1095 B or C Employee forms
 - Ability to print 1094 B or C Transmittal Summary forms
 - Ability to create XML File for transmittal of 1095 detail to IRS
- Provides convenient access to employee-specific information through comprehensive employee management features.
- Generates summarized or detailed reports for the leave history of one employee, all employees in a department, or all employees in the agency.
- Produces detailed reports for payroll, employee information, audit trails, and retirement plans.
- Reports employer's liability for accrued benefits at fiscal year-end.
- Prints 941 forms with an overlay.
- Properly handles accounting and reporting for deductions associated with health insurance plans for employee and employer portions, including self-insurance health plans.



ERP Checklist

- Prints payroll forms, letters, and more from Microsoft Word® templates.

TRANSACTION EFFICIENCY

- Provides user-defined fields to track Human Resources-related data.
- Uses unlimited free-form text areas for maintaining a history of employee reviews, promotions, and miscellaneous notes.
- Includes emergency check writing capabilities and automated check reversal process.
- Offers flexible leave tracking features including standard as well as user-defined leave types, accrual calculations based on length of service or hours, multiple accrual cycles, leave rollover functionality, and validation of leave availability during payroll processing.
- Tracks payroll costs on both projects and work orders through integration with Incode Project Accounting and Work Orders.

USER FRIENDLY

- Provides complete security and user-specific restrictions with permissions applied at the fund and department level.
- Maintains and generates W-2s at any time of the year.
- Allows multiple payroll sets to accommodate processing for entities with separate taxpayer ID numbers.
- Offers multiple payroll check formats.
- Presents transaction history in configurable screens with printing and exporting capabilities.

INCODE APPLICANT TRACKING

Are you determined to find the right people for vacant positions within your agency, but your current methods lead to hours of reviewing, analyzing and shuffling paper? Incode® Applicant Tracking makes the process efficient and intuitive through our integration with cloud-based AppliTrack Recruiting. Now you can recruit, track and manage the most qualified applicants for your agency within AppliTrack's paperless environment. Once applicants are selected for hire, information from AppliTrack can be used to create employee records in V.X Personnel Management using the Applicant Tracking interface. When you're ready to focus on people rather than getting bogged down in "the process," these are some of the best reasons to consider this valuable solution.

BENEFITS OF INCODE APPLICANT TRACKING

- Access complete library of recruiting and onboarding forms
- Find qualified applicants faster using auto filters
- Maximize HR staff productivity with AppliTrack's Interview Manager



ERP Checklist

- Simplify reference checking with confidential online surveys
- Notify all rejected applicants with one mass email
- Eliminate extra work by using hired applicants in AppliTrack to build employee records in Incode
- Keep your agency in compliance with centralized recruitment and hiring documentation

GOING PAPERLESS SAVES TIME AND SPACE

Who likes clutter and disorganization? From recruiting to onboarding forms and related record retention schedules, storage is an issue. With AppliTrack Recruiting, all of your recruiting documents are processed electronically and organized in one central location to free up your filing space. Being able to design your own document workflow and user security levels for recruiting sustains productivity and puts you in complete control, especially when roles change or turnover occurs. AppliTrack allows you to create your own paperless e-forms such as evaluation documents, new hire onboarding packets or job applications specific to the public sector. You can also select forms from the AppliTrack library or upload agency-specific documents. Federal and state-specific forms are also available.

CONTROL OF APPLICANT RECRUITMENT AND REPORTING

Would you rather be staring at a deep stack of resumes or using a tool that can help you prescreen candidate choices, get the biggest applicant pool possible and maintain a complete audit trail for compliance purposes? Through Tyler's partnership with AppliTrack Recruiting, you're in the driver's seat when it comes to the hiring process. Auto filters help you quickly compare and review applicants in real time. You can also measure applicants' abilities against those required for multiple vacancies across your agency. Jobs posted in AppliTrack sit directly on your website and are automatically updated on your agency's social media pages such as Facebook, LinkedIn or Twitter. Vacant positions can also be posted to popular job boards to increase your applicant pool. Enjoy the peace of mind that comes from knowing your agency is well-positioned for HR compliance purposes. All communication and activities related to the recruitment of your employees are documented and stored in one place.

INTERVIEW MANAGER

What could you accomplish in the time it takes to schedule interviews? AppliTrack's Interview Manager takes this task off your hands by offering time slots for applicants to self-schedule. Once completed, applicants receive an email confirmation with mapped directions and a calendar appointment they can sync to their preferred electronic device. Interviewers also receive an appointment request to block off their calendar.



ERP Checklist

REDUCE YOUR WORKLOAD AND IMPROVE ACCURACY

Once applicants are approved for hire in AppliTrack, information entered by applicants during the recruiting process is easily transformed into electronic employee records in the V.X. Personnel Management solution. No more extra forms to process or duplicated data entry. Your employees are now freed for other important tasks at hand.

CENTRALIZED CASH COLLECTIONS

Tyler's Incode Central Cash Collections offers full cashiering functionality with connected cashier workstations equipped with a dedicated receipt/validation printer, automated cash drawer, and an optional bar code scanner. Central Cash Collections interfaces with all of the other Incode Customer Relationship Management applications, Utility CIS, Court Case Management, and the General Ledger. This application provides a seamless and uniform interface regardless of the type of payment that is received. In addition, it provides for easy lookup and validation of customer account name and number. Miscellaneous payments not associated with accounts in integrated systems post directly to the General Ledger.

Cash Collections supports payments made by credit cards with online credit card processing. Tyler provides this functionality through an interface with Electronic Transaction Systems Corporation (ETS). Credit card reading equipment is connected to the Cash Collection workstation so that data captured from card swipes may be transmitted to ETS through an Internet connection.

Users also have the option to enter credit card information into the Cash Collection module before the transaction is submitted to ETS for authorization and processing. The Customer would need to establish a merchant account with ETS and provide them with bank account information for transactions to flow through.

INFORMATION & REPORTS

- Provides automatic real-time inquiry on system, operator, and terminal statuses
- Allows user-defined payment types including, but not limited to, cash, checks, and any type of credit card
- Facilitates bank account balancing using reconciliation groups
- Generates a summary of all receipts processed at any time
- Saves format settings as user-defined reporting profiles
- Produces on-demand management reports such as journal, history transaction, and payment type reports



ERP Checklist

USER FRIENDLY

- Allows operators open and close batches quickly and easily shows batch information for a selected operator
- Prints and voids receipts from Operator Process window
- Includes specialized “mail processing” module for efficient transaction processing
- Transmits support requests by email or fax directly from application
- Integrates seamlessly with cash drawer hardware

TRANSACTION EFFICIENCY

- Provides online account number validation for integrated sub-systems
- Allows for Product and/or Transaction-based receipting
- Supports payment processing for multiple accounts across all integrated applications on a single receipt
- Allows selection of multiple accounts through a simple point-and-click interface
- Transmits automatic endorsement of checks to receipt printer
- Defaults automatically to current balance owed and allows override
- Allows user to reinstate cut off accounts and remove past due status
- Supports bar code scanners as well as credit card scanning and validation equipment
- Accommodates multiple merchant accounts for online credit card processing
- Allows auto-posting of transactions from all integrated systems with “single click” update

LICENSING & REGULATORY

The EnerGov Licensing & Regulatory suite was designed to simplify operations through a central contact manager and single point of entry for all business modules, details, actions and events. The flexibility of the EnerGov platform allows for automating all of your licensing and regulatory requirements including inspections, investigations and tax remittance. You can now extend your licensing system beyond traditional business licenses to professional/trade licenses, alcohol licenses, animal licenses, landlord licenses, and much more.

USER FRIENDLY AND EFFICIENT

- Color coded workflow actions quickly provide a status view of all processing tasks and inspections
- License year and expiration dates are readily visible
- License Renewal and License Reconcile screens specifically designed for quick data entry



ERP Checklist

- Expiration dates and license status provide immediate data validation during the permitting process
- Helpful visual hints during data entry to count and identify required fields and reminders to Save
- Ability to attach documents to licenses, cases, inspections, property or people

INFORMATION AND REPORTS

- Track business information such as DBA name, NAICS codes, location inside/outside agency boundaries, unlimited contacts, multiple address types, and related businesses
- Capture additional information about businesses, licenses, rental properties, or people
- Search options include criteria from licenses, property, people, and additional information fields
- Save search criteria to quickly reuse any time or share with others
- Filter, group, or sort results within search screens for quick inquiry
- Export search results to Microsoft® Excel or GIS for further data analysis
- View historical and financial transactions for any record type or billing contact
- Generate over 100 standard reports such as licenses, letters, transactional summaries or statistical reports by type, status, milestone, expiration or district

SCALABLE AND EXPANDABLE

- Tyler's Quick Start template provides a standard launch point using years of experience implementing licensing systems to expedite the configuration timeline and reduce costs
- Native system administration consoles provide superior configuration capabilities and the tools to size and scale the EnerGov system according to the needs and demands of each agency
- Uniquely aligned with Esri® using EnerGov GIS for mapping, analysis, reporting and record creation
- Connect with your citizens by deploying the corresponding EnerGov Citizen Portal for citizen requests, application submittals, renewals, and status inquiries.
- Browser based platform designed to leverage principles and methodologies of Service Oriented Architecture (SOA) to enable open data initiatives and interaction through social media.



ERP Checklist

PERMITTING & LAND MANAGEMENT

The EnerGov Permitting & Land Management suite was designed to enhance agency-wide operations by allowing for unparalleled flexibility in automating review and compliance processes across your enterprise. You can now extend your permitting system beyond the building department into planning, code enforcement, environmental, fire safety, public works, transportation, storm water management, engineering and much more. Better connect with your citizens by deploying the corresponding EnerGov Citizen Portal for citizen requests, application submittals, and status inquiries.

USER FRIENDLY AND EFFICIENT

- Color coded workflow actions quickly provide a status view of all processing tasks and inspections
- Workflow versioning clearly numbers the plan check submittal cycles and re-inspections
- Copy permit function eliminates unnecessary data entry steps for a single sub-permit or in a wizard mode for multiple permits at the same or various locations
- Immediate data validation for contractor's licenses, bonds, workers' compensation, and insurance
- Calculation of expiration dates are based on user specifications such as number of days, months, or years as well as upon issue date change or approved inspections
- Helpful visual hints during data entry to count and identify required fields and reminders to Save
- Ability to attach documents to permits, plans, cases, inspections, property or people

INFORMATION AND REPORTS

- Capture additional information about permits, plans, projects, property or people
- Search options include criteria from permits, property, people, and additional information fields
- Save search criteria to quickly reuse any time or share with others
- Filter, group, or sort results within search screens for quick inquiry
- Export search results to Microsoft® Excel or GIS for further data analysis
- View historical and financial transactions for any record type or billing contact
- Generate over 150 standard reports such as permits, licenses, letters, transactional summaries or statistical reports by type, status, milestone, expiration or district



ERP Checklist

SCALABLE AND EXPANDABLE

- Tyler's Quick Start template provides a standard launch point using years of experience implementing permitting systems to expedite the configuration timeline and reduce costs
- Native system administration consoles provide superior configuration capabilities and the tools to size and scale the EnerGov system according to the needs and demands of each agency
- Uniquely aligned with Esri® using EnerGov GIS for mapping, analysis, reporting and record creation
- Browser based platform designed to leverage principles and methodologies of Service Oriented Architecture (SOA) to enable open data initiatives and interaction through social media.
- Expand EnerGov to your field staff using iG Workforce for mobile inspections and enforcement
- Provide electronic plan submission and review capabilities to your citizens using EnerGov eReviews

RECREATION MANAGEMENT SOFTWARE

Centralize Your Program Administration with Tyler Technologies' Recreation Management Application

Tyler Parks & Rec serves a full spectrum of agencies in need of a management solution for the daily operations and finances of parks and recreation programs. Streamline registration, fee processing and facility scheduling while expanding citizen access and service.

IMPROVE EFFICIENCY WITH CENTRAL MANAGEMENT

With a single point of entry, Parks & Rec provides a 360 degree view of all business activities and events and allows you to:

- Focus on what's important — The administrative portal is easy to use, minimizes repetitive administrative work and allows you to focus on programming for your citizens.
- Build a community network — Develop lists of members, registrants, instructors and volunteers. Import outside contact lists, track participant history and define relationships between contacts.
- Monitor your programs — View real time program registrations to anticipate resources and equipment needs. The online calendar allows citizens and administrators to view classes, activities and events at a glance.



ERP Checklist

- Visualize your market — The GIS “Heat Map” shows where your participants live and correlates the data with the number of registered participants. See which neighborhoods have the strongest enrollment in your programs and which areas need additional outreach.
- Streamline processes — Integration with Tyler ERP software centralizes financials and eliminates redundant data entry. Maintain multi-tiered rates based on membership status, residency and other criteria.
- Reduce IT burden — Optional cloud based service minimizes up-front investment in hardware and software, as well as on-site IT support staff.

RECREATION MANAGEMENT

Tyler Parks & Rec allows personnel to easily manage their routine activities and rentals with less effort:

- Customize your portal with logos, photography and special events to reflect your community.
- Automatically reserve your facility for single or multiple sessions using the class creation interface.
- Define class enrollment by residency, membership status, prerequisites, class size limits or other user-defined criteria.
- Compile a listing of popular classes and programs to use year after year. Select the class from the administrative portal, copy it, update with new details and publish on the citizen portal.
- Track class registrations, memberships and team rosters, and manage wait lists in real time.
- Maintain multiple fee structures based on criteria such as membership, residency, age and more.
- Use the Web portal to post permission forms, equipment lists and waiver forms for easy download.
- Create custom fields to collect data specific to your programming requirements and community needs.
- Generate SSRS reports of classes, memberships, team rosters, instructor reports, location details and more.

FACILITIES MANAGEMENT

Tyler Parks & Rec simplifies the management of your facilities:

- Its online facilities calendar provides at-a-glance access to facility usage and bookings.
- The auto-registration feature automatically reserves a facility upon creation of a class or program.



ERP Checklist

- User-defined fields can be set for special notes such as cleaning, set-up or other specifications such as lining fields or equipment needs.

FINANCE MANAGEMENT

Tyler Parks & Rec streamlines your business functions:

- Maintain a multi-tiered fee structure for membership types, residents and non-residents, age groups and other criteria.
- Generate automatic fee calculations for full range of programs, courses, facilities and equipment.
- Centralize expenses and reimbursements.
- Utilize role-based security to restrict access to certain features.
- Process payments securely online or using our point-of-sale option, Tyler Cashiering, featuring a PCI Compliant Merchant Account Service interface.

IMPROVED CITIZEN SERVICE

Tyler Parks & Rec offers many conveniences for your citizens:

- Easy access to information — Citizen portal features an events calendar, a GIS map with facility locations, activity promotions, special announcements such as field closings and weather cancellations.
- Online registration — The secure log-in portal allows citizens to create an account, register for classes, download waivers and permission forms and submit payment online.
- Remote access — The HTML5 user interface is browser-agnostic and can be accessed with many different devices such as smartphones and tablets.
- Networking — Customize your Tyler Parks & Rec portal with links to Facebook, Twitter and other social networking sites that help build support for your programming.

TYLER INCIDENT MANAGEMENT

Local government offices are tasked with delivering citizen access to services, and for responding to incidents and requests for services in a timely, cost effective and efficient way. Tyler Incident Management can do all this and more. This Web-based solution effectively manages a municipality's non-emergency inquiries, complaints and service requests. Citizens have one number to call for issues such as reporting a barking dog next door, a pothole in their street, loss of public utility service or suspicious activity in the neighborhood.

Tyler Incident Management also reduces citizen use of 911 emergency number systems for non-emergency calls. These calls clog 911 lines, are costly to an organization and can cause life-threatening delays in emergency service.

*Town of Farragut
Software and Implementation Services
for Enterprise Resource Planning (ERP) System*

Tyler Technologies, Inc.

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ERP Checklist

Accurate and timely reporting is critical for keeping organizations on task and on budget. Tyler Incident Management report functionality can help managers track, monitor and analyze the handling and processing of requests. By collecting and analyzing report data, managers can maintain better control of internal processes, more easily determine staff performance, and gain insight into their citizens' needs, wants and desires. Additionally, reviewing service requests during inter-departmental meetings has proven effective in aiding managers in strategic thinking and problem solving.

EASY TO USE

Tyler Incident Management's navigation screen makes it easy to select what needs to be done: create a new incident, search for an existing incident, run reports and modify/ enter information. From an incoming call users can easily navigate the Request Entry screen with organized information panels. From here it's easy to assign priorities, service categories, and departments to the issue, manage calls, and maintain citizen contacts and associated related issues. Drop down selections ensure data entry is quick and easy. Once data is entered and saved a confirmation is sent.

USER-FRIENDLY, INTUITIVE FEATURES INCLUDE:

- Easy document attachment, such as photos or incident reports
- Reference tags that automatically associate similar or related incidents
- User-defined fields for easy customization of incident types
- Pre-defined, parameter-driven SSRS reports
- Internal Knowledge Base
- Ability to add notes
- Automated email notifications to appropriate personnel
- Address mapping

INTEGRATION

Tyler Incident Management interfaces directly with corresponding ERP applications such as Work Orders, Permits Complaints/Violations and Citizen Self Service. The seamless integration saves time by eliminating redundancy and duplication of efforts, decreases the potential for double-keying errors and allows staff to remain effective and efficient.

SET-UP

The System Administration screen provides users with easy-to-navigate side menu options with the necessary setup screens. Setup includes: User, Task and Department. Users determine the available Categories, Types, pre-populated Knowledge Base Documents and Tag for each request.



ERP Checklist

REPORTING

Tyler Incident Management provides versatile incident reporting with pre-defined and customizable Microsoft® SQL Server® Reporting Services (SSRS) reports. This enables users to measure, gauge, and assess trends in the volume, type, and frequency of calls. Data is easily compiled and produced in easy-to-read, comprehensive reports. This information helps municipalities allocate resources and improve service delivery, and aids staff performance management.

- **Overview Report**

Provides users a general high-level view of various incident/service requests in the system. This summary information is presented in panels that users can contract or expand depending on the level of detail needed. The report is divided into three sections:

- Incidents by Department — all departments and their associated total requests, and each department's percentage of total requests. A pie chart is automatically generated next to the section for a quick visual look at the percentages.
- Top 5 Incidents by Category — the five most-used incident categories, followed by the number of times a call was logged for each category.
- Top 5 Incidents by Type — the five most-used incident types, followed by the number of times a call was logged for each type.

- **Department Report**

Allows users to specify start and end dates, users and departments to include in the final report. The report includes incident ID, description, status and date.

- **Request Volume Report**

Gives organizations access to call volume by clerk, and shows the list of incidents by user organized by category, including the status number (status of Open, Closed, or Cancelled as specified in the report criteria) for that user. This data helps to show employee efficiency and helps to identify areas of improvement.

COMPANY AGREEMENT TERMS AND CONDITIONS

General Payment Terms

1. CLIENT will pay to COMPANY an initial deposit upon execution of this Agreement that equals 25% of the total amount as specified in this Agreement, not including Annual Software Maintenance, Third Party Software Maintenance, and/or Hardware Maintenance fees;
2. CLIENT will pay a second installment to COMPANY upon delivery of the software products that equals 60% of the Application Software License Fees and 75% of the System Software License Fees.
3. The remaining 15% balance of the total amount specified in this Agreement for all products and License fees shall be paid after (a) COMPANY's verification of the software products, (b) CLIENT's completion of its own validation process, or (c) CLIENT's live processing. In no case, shall this period exceed thirty (30) days from live processing or one hundred-eighty (180) days from installation of the software.
4. Services shall be billed as delivered plus expenses and are due and payable net 30 days.

Software License Agreement

1) Software Product License.

- a) Upon CLIENT's payment for the software products license fees set forth in the Investment Summary of this Agreement, COMPANY shall grant to CLIENT and CLIENT shall accept from COMPANY a non-exclusive, nontransferable, nonassignable license to use the software products and accompanying documentation for internal business purposes of CLIENT, subject to the conditions and limitations in this Software License Agreement.
- b) Ownership of the software products, accompanying documentation and related materials, and any modifications and enhancements to such software products and any related interfaces shall remain with COMPANY.
- c) The software products are not licensed to perform functions or processing for subdivisions or entities that were not

considered by COMPANY at the time COMPANY issued this Agreement.

d) The right to transfer this license to a replacement hardware system is included in this Software License Agreement. The cost for new media or any required technical assistance to accommodate the transfer would be billable charges to CLIENT. Advance written notice of any such transfer shall be provided to COMPANY.

e) CLIENT agrees that the software products, any modifications and enhancements and any related interfaces are proprietary to COMPANY and have been developed as a trade secret at COMPANY's expense. To the extent permitted by law, CLIENT agrees to keep the software products confidential and use its best efforts to prevent any misuse, unauthorized use or unauthorized disclosures by any party of any or all of the software products or accompanying documentation.

f) If CLIENT has made modifications to the software products, COMPANY will not support or correct errors in the modified software products, unless modifications were specifically authorized in writing by COMPANY.

g) CLIENT may make copies of the software products for archive purposes only. CLIENT will repeat any proprietary notice on the copy of the software products. The documentation accompanying the software products may not be copied except for internal use.

h) The term of the license granted by this Section shall be perpetual.

i) COMPANY maintains an escrow agreement with an Escrow Services Company under which COMPANY places the source code of each major release. At CLIENT's request, COMPANY will add CLIENT as a beneficiary on its escrow account. CLIENT will be invoiced the annual beneficiary fee by COMPANY and is solely responsible for maintaining its status as a beneficiary.

2) License Fees.

a) CLIENT agrees to pay COMPANY, and COMPANY agrees to accept from CLIENT

COMPANY AGREEMENT TERMS AND CONDITIONS

as payment in full for the license herein, the total sum of the COMPANY license fees set forth in the Investment Summary.

b) The license fees listed in the Investment Summary do not include any tax or other governmental impositions including, without limitation, sales, use or excise tax. All applicable sales tax, use tax or excise tax shall be paid by CLIENT and shall be paid over to the proper authorities by CLIENT or reimbursed by CLIENT to COMPANY on demand in the event that COMPANY is responsible or demand is made on COMPANY for the payment thereof. If tax-exempt, CLIENT must provide COMPANY with CLIENT's tax-exempt number or form.

c) In the event of any disputed invoice, CLIENT shall provide written notice of such disputed invoice to Attention: COMPANY Controller at the address listed on the cover of this Agreement. Such written notice shall be provided to COMPANY within fifteen (15) days. An additional fifteen (15) days is allowed for the CLIENT to provide written clarification and details for the disputed invoice. COMPANY shall provide a written response to CLIENT that shall include either a justification of the invoice or an explanation of an adjustment to the invoice and an action plan that will outline the reasonable steps needed to be taken by COMPANY and CLIENT to resolve any issues presented in CLIENT's notification to COMPANY. CLIENT may withhold payment of only the amount actually in dispute until COMPANY provides the required written response, and full payment shall be remitted to COMPANY upon COMPANY's completion of all material action steps required to remedy the disputed matter. Notwithstanding the foregoing sentence, if COMPANY is unable to complete all material action steps required to remedy the disputed matter because CLIENT has not completed the action steps required of them, CLIENT shall remit full payment of the invoice.

d) Any invoice not disputed as described above shall be deemed accepted by the CLIENT. If payment of any invoice that is

not disputed as described above is not made within sixty (60) calendar days, COMPANY reserves the right to suspend delivery of all services under the Investment Summary, this Software License Agreement, the Professional Services Agreement, the Maintenance Agreement and, if applicable, the Third Party Product Agreement.

3) Verification of the Software Products.

a) At the CLIENT's request, within thirty (30) days after the software products have been installed on CLIENT's system, COMPANY will test the software products in accordance with COMPANY's standard verification test procedure. Demonstration shall constitute CLIENT's verification that the software products substantially comply with COMPANY's current specifications for the most current version of the software products and functional descriptions of the software found in COMPANY's written proposal to CLIENT. Upon such verification, CLIENT shall pay the remaining balance in accordance with the payment terms listed in Section General Payment Terms or amended in any attached addendum.

b) At its option, CLIENT may perform CLIENT's own defined internal validation process to test the software to substantially comply with COMPANY's current specifications for the most current version of the software products and functional descriptions of the software found in COMPANY's written proposal to CLIENT. Such validation test shall constitute CLIENT's verification. Upon such validation, CLIENT shall pay the remaining balance in accordance with the payment terms listed in Section General Payment Terms or amended in any attached addendum.

c) Notwithstanding anything contrary herein, CLIENT's use of the software products for its intended purpose, shall constitute CLIENT's verification of the software products, without exception and for all purposes.

d) Verification or validation, by CLIENT, that the software products substantially

COMPANY AGREEMENT TERMS AND CONDITIONS

comply with COMPANY's current specifications for the most current version of the software products and functional descriptions of the software found in COMPANY's written proposal to CLIENT shall be final and conclusive except for latent defect, fraud, and such gross mistakes that amount to fraud and the operation of any provision of this Agreement which specifically survives verification. In the event said verification becomes other than final, or becomes inconclusive, pursuant to this paragraph, CLIENT's sole right and remedy against COMPANY shall be to require COMPANY to correct the cause thereof.

e) COMPANY shall correct any functions of the software products which failed the standard verification testing or failed to comply with COMPANY's current specifications for the most current version of the software products and functional descriptions of the software found in COMPANY's written proposal to CLIENT. If CLIENT has made modifications to the software programs, COMPANY will not make such corrections, unless such modifications were specifically authorized in writing by COMPANY.

4) **Schedule of Verification.** COMPANY will install the software products and cause the same to be verified within sixty (60) days after CLIENT makes available to COMPANY the equipment into which the software product is to be loaded. COMPANY shall exercise reasonable efforts to cause the software products to be verified according to the schedule set forth in this paragraph, but COMPANY shall not be liable for failure to meet said schedule if, and to the extent, said failure is due to causes beyond the control and without the fault of COMPANY.

5) **Limited Warranty.** COMPANY warrants that the then current, unmodified version of the COMPANY Software Products will substantially conform to the then current version of its published current specifications. If the Software Products do not perform as warranted, COMPANY's

obligation will be to use reasonable efforts, consistent with industry standards, to cure the defect. Should COMPANY be unable to cure the defect or provide a TYLER replacement product, CLIENT shall be entitled to a refund for the license fee paid for application. THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, TO THE MAXIMUM EXTENT PERMITTED UNDER APPLICABLE LAW, ALL OTHER WARRANTIES, CONDITIONS AND REPRESENTATIONS, WHETHER EXPRESS, IMPLIED OR VERBAL, STATUTORY OR OTHERWISE, AND WHETHER ARISING UNDER THIS AGREEMENT OR OTHERWISE ARE HEREBY EXCLUDED, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

6) **Limitation of Liability.**

(a) In the event that the software products are determined to infringe upon any existing United States patent copyright or trademark rights held by any other person or entity, COMPANY shall defend and hold harmless CLIENT and its officers, agents and employees from any claim or proceedings brought against CLIENT and from any cost damages and expenses finally awarded against CLIENT which arise as a result of any claim that is based on an assertion that CLIENT's use of the software products under this Software License Agreement constitutes an infringement of any United States patent, copyright or trademark provided that CLIENT notifies COMPANY promptly of any such claim or proceeding and gives COMPANY full and complete authority, information and assistance to defend such claim or proceeding and further provided that COMPANY shall have sole control of the defense of any claim or proceeding and all negotiations for its compromise or settlement provided that COMPANY shall consult with CLIENT regarding such defense. In the event that the software products are finally held to be

COMPANY AGREEMENT TERMS AND CONDITIONS

infringing and its use by CLIENT is enjoined, COMPANY shall, at its election; (1) procure for CLIENT the right to continue use of the software products; (2) modify or replace the software products so that it becomes non-infringing; or (3) if procurement of the right to use or modification or replacement can not be completed by COMPANY, terminate the license for the infringing software product, and upon termination, refund the license fees paid for the infringing software product as depreciated on a straight-line basis over a period of seven (7) years with such depreciation to commence on the execution of this Agreement. COMPANY shall have no liability hereunder if CLIENT modified the software products in any manner without the prior written consent of COMPANY and such modification is determined by a court of competent jurisdiction to be a contributing cause of the infringement or if the infringement would have been avoided by CLIENT's use of the most current revision of the software products. The foregoing states COMPANY's entire liability and CLIENT's exclusive remedy with respect to any claims of infringement of any copyright, patent, trademark, or any property interest rights by the software products, any part thereof, or use thereof.

b) THE RIGHTS AND REMEDIES SET FORTH IN THIS SOFTWARE LICENSE AGREEMENT ARE EXCLUSIVE AND IN LIEU OF ALL OTHER RIGHTS AND REMEDIES OR WARRANTIES EXPRESSED, IMPLIED OR STATUTORY, INCLUDING WITHOUT LIMITATION THE WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND SYSTEM INTEGRATION.

c) In no event shall COMPANY be liable for special, indirect, incidental, consequential or exemplary damages, including without limitation any damages resulting from loss of use, loss of data, interruption of business activities or failure to realize savings arising out of or in connection with the use of the software products. COMPANY's liability for

damages arising out of this Software License Agreement, whether based on a theory of contract or tort, including negligence and strict liability shall be limited to the COMPANY license fees identified in the Investment Summary. The license fees set forth in the Investment Summary reflect and are set in reliance upon this allocation of risk and the exclusion of such damages as set forth in this Software License Agreement.

7) **Dispute Resolution.** In the event of a dispute between the parties under this Software License Agreement pertaining to pecuniary damages or losses, the matter shall be settled by arbitration in accordance with the then prevailing rules of the American Arbitration Association.

8) **No Intended Third Party Beneficiaries.** This agreement is entered into solely for the benefit of COMPANY and CLIENT. No third party shall be deemed a beneficiary of this agreement, and no third party shall have the right to make any claim or assert any right under this agreement.

9) **Governing Law.** This Software License Agreement shall be governed by and construed in accordance with the laws of CLIENT's state of domicile.

10) **Entire Agreement.**

a) This Software License Agreement, including the functional description of the software products found in COMPANY's written proposal to CLIENT, represents the entire agreement of CLIENT and COMPANY with respect to the software products and supersedes any prior agreements, understandings and representations, whether written, oral, expressed, implied, or statutory. CLIENT hereby acknowledges that in entering into this agreement it did not rely on any representations or warranties other than those explicitly set forth in this Software License Agreement and the functional description of the software products found in COMPANY's written proposal to CLIENT.

b) If any term or provision of this Software License Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable,

COMPANY AGREEMENT TERMS AND CONDITIONS

the remainder of this Software License Agreement or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby, and each term and provision of this Software License Agreement shall be valid and enforced to the fullest extent permitted by law.

c) This Software License Agreement may only be amended, modified or changed by written instrument signed by both parties.

d) CLIENT should return an executed copy of this Agreement to COMPANY. If the Agreement is not returned to COMPANY within 90 days from the issue date, then such Agreement is subject to be voided and prices are subject to change.

11) Cancellation or Termination. In the event of cancellation or termination of this Software License Agreement, CLIENT will make payment to COMPANY for all software products, services and expenses delivered or incurred prior to the termination or cancellation of this Software License Agreement.

12) Approval of Governing Body. CLIENT represents and warrants to COMPANY that this Software License Agreement has been approved by its governing body and is a binding obligation upon CLIENT. CLIENT represents and warrants that funds are appropriated and/or arrangements have been made with a third party financier.

Professional Services Agreement

1) Services Provided. COMPANY shall provide some or all of the following services to CLIENT, as evidenced in the attached Investment Summary:

a) Installation as described in the Investment Summary;

b) Conversion of CLIENT's existing data as set forth in the Investment Summary. CLIENT is responsible for reading and complying with COMPANY's Conversion Statement.

c) Training/Implementation as set forth in the Investment Summary;

d) Consulting/Analysis as set forth in the Investment Summary; and

e) Verification Testing as described in the Software License Agreement.

2) Professional Services Fees.

a) Notwithstanding specific prices to the contrary identified in the Investment Summary, all services will be invoiced in hourly increments as delivered, plus travel and other expenses, plus a 10% travel processing fee. CLIENT agrees to pay COMPANY for the actual amount of training provided. The quantity in the Investment Summary represents only an estimate of time required to complete all phases of this Agreement.

b) Upon the completion of each service day, or group of days, COMPANY will present a Daily Log. CLIENT will sign the report indicating acceptance of the service day and its subsequent billing, or noting reasons for CLIENT's non-acceptance of such. This acceptance is final.

c) CLIENT is not charged for travel time to and from the CLIENT's site. Only time spent on-site is billed as training time; excluding those cases in which the CLIENT requires the COMPANY trainer(s) to travel on the weekend, in which case CLIENT will be billed for weekend travel time at a rate of \$500 per weekend day.

d) If CLIENT travels to COMPANY location for training, then CLIENT agrees to pay all expenses related to transportation of CLIENT's employees.

e) All requests for supporting documentation shall be made within thirty (30) calendar days of invoice delivery. Such documentation will consist of quoted internet rates within 7 days from the date the request is received by the COMPANY and not actual receipts. Such quotes will be deemed acceptable documentation if price is within 25% of actual amounts charged to CLIENT, adjusted by unusual or seasonal travel circumstances.

f) The rates for Verification Testing shall be the same as the Training/Implementation rates set forth in the Investment Summary.

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Joe LaCroix, IT Manager

SUBJECT: Approval of Intergovernmental Agreement for Licensing South Central Planning and Development Commission (SCPDC) Software

DISCUSSION: The intention of the eGov team was to pick one vendor to supply the entire ERP solution. However, after reviewing each vendor's proposal and participating in the demonstration, it was found that by combining the two vendors best modules we would have the best solution for the Town. The specific modules selected are as follows:

- Finance, Payroll, Human Resource Management: InCode 10 (See Agenda Item VIII.B.)
- Citizen Portal, Community Development, Work Order Processing: MyGovernment Online
- PALS: Continue with RecDesk

The South Central Planning & Development Commission (SCPDC), MyGovernment Online software was by far the most user friendly for inspections, planning and zoning and the citizen portal. The vendor is a government agency tasked with all the same operational needs that we as a town currently have. The commission is well versed in planning, inspections, building codes and all other requirements that the Town experiences. Work order processing will be reviewed to fit into this system, but the workflow of each work order is better than the current operations. This software communicates with InCode and is in use by other municipalities in our area. Sevierville, TN currently uses both MyGovernment and Incode software. Members of the eGov team have met with Sevierville, who is very pleased with the software. The annual cost for MyGovernment Online is based on the number of permits issues. After some evaluation the estimated annual cost is \$13,260 plus a first-year training cost of \$6,000.

After reviewing the software proposals, it was found that no solution provided the functionality and processes currently used by RecDesk. The decision was made by the Parks and Leisure Services Department to keep RecDesk but ensure that the integration between the new version of InCode and RecDesk can be made to upload daily financial data from one system to another. While this is not the optimal solution, the software options reviewed were not equal to the features provided by RecDesk.

MyGovernment Online is made by South Central Planning & Development Commission, a governmental organization based in Louisiana. As such, the Board will need to approve the Memorandum of Understanding with SCPDC. The rollout of MyGovernment Online will be longer, with training and data migration being the keys to success for this software.

Once approved the eGov team will begin working with the selected vendors to put a migration and implementation plan into place.

FINANCIAL SECTION:**Account Number:** 110-41640-947**Total Budget**

\$100,000

Requested Amount

\$19,260

Contracted Amount

\$34,500

Remaining Amount

\$46,240

Approved By:**RECOMMENDATION BY:** Electronic Government Team**PROPOSED MOTION:** Approval of Memorandum of Understanding with South Central Planning & Development Commission, MyGovernment Online**BOARD ACTION:****MOTION BY:** _____ **SECONDED BY:** _____

<u>VOTE/TOTAL</u>	<u>MARKLI</u>	<u>PINCHOK</u>	<u>POVLIN</u>	<u>WILLIAMS</u>	
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____

Software and Implementation Services for Enterprise Resource Planning (ERP) System

For the Town of Farragut, Tennessee

Sections B-G

Prepared for by:



Ryan Hutchinson
5058 W Main Street
Houma, LA 70360
(866)957-3764
Proposal Date: April 30, 2018

Section H Fee Proposal

LICENSE & IMPLEMENTATION COSTS

The monthly fee for the Community Development and Citizen Portal modules is set by the Town of Farragut's annual permit volume. Based on the information provided, we estimate the annual permit volume to be in the 1001-2000 range. Based on the chart below, the monthly fee for Community Development and Citizen Portal modules (represented by MGO's Permit, Code Enforcement and GIS integration modules) is \$1,332.08.

Permit Volume			MONTHLY RATE		
			Planning & Zoning	Code Enforcement	GIS Integration
0 - 100	\$10.00	\$99.00	\$99.00	\$50.00	\$230.00
101 - 500	\$10.00	\$260.42	\$156.25	\$50.00	\$230.00
501 - 1000	\$10.00	\$500.00	\$300.00	\$75.00	\$230.00
1001 - 2000	\$10.00	\$958.33	\$575.00	\$143.75	\$230.00
2001 - 4000	\$10.00	\$1,833.33	\$1,100.00	\$275.00	\$230.00
4001 - 6000	\$10.00	\$2,500.00	\$1,500.00	\$375.00	\$230.00
6001 - 8000	\$10.00	\$3,166.67	\$1,900.00	\$475.00	\$230.00
8001 - 10000	\$10.00	\$3,750.00	\$2,250.00	\$562.50	\$230.00
10001 - 12000	\$10.00	\$4,250.00	\$2,550.00	\$637.50	\$230.00
12001 - 14000	\$10.00	\$4,666.67	\$2,800.00	\$700.00	\$230.00
14001 - 16000	\$10.00	\$5,000.00	\$3,000.00	\$750.00	\$230.00
16001 - 18000	\$10.00	\$5,250.00	\$3,150.00	\$787.50	\$230.00
18001 - 30000	No Overage	\$5,416.67	\$3,250.00	\$812.50	\$230.00

For the Parks and Leisure Services Module, the monthly fee is \$100.00 monthly.

For a Business Licensing and Tax Module, the monthly fee is \$100.00 monthly.

There are no upfront costs for configuration and implementation of the software. Training is also provided at no cost but we do ask that our direct expenses of lodging, travel and food be reimbursed which we estimate will not exceed \$6,000 over 4 trips.

Summary of Costs:

Total Monthly Fee: \$1,532.08

Estimated Training Reimbursement costs (one-time fee): \$6,000

Section E Evaluation Factors

Vendor(s): South Central Planning and Development Commission

If multiple vendors, who is the lead?

Product(s): MyGovernmentOnline

Received date: April 30, 2018

Complete Package: Y/N

General Information	Y/N	Comments
Is Software GIS based?	Y	
Does vendor provide references?	Y	
Does software include report generation and canned reporting?	Y	
Does software easily integrate with other software packages?	Y	
Does software support mobile devices? Can mobile devices upload pictures?	Y	
Does software contain workflow management?	Y	
Does vendor provide migration for current data?	Y	
Does software contain Project Management Capabilities?	Y	
Does software contain facilities management?	Y	

Modules:	Y/N	Comments
Finance If No, does vendor interface with Incode?	N	We have many jurisdictions that use our software with Incode that we have interfaced with.
Community Development If No, does vendor propose partner?	Y	
Human Resource Management If No, does vendor propose partner?	N	We will integrate with any partner of your choice
Business Licensing? If No, does vendor propose partner?	Y	
Payroll If No, does vendor propose partner?	N	We will integrate with any partner of your choice
Citizen Portal? If No, does vendor propose partner?	Y	

Module: Community Development	Y/N	Comments
Permitting If No, does vendor propose partner?	Y	
Inspections If No, does vendor propose partner?	Y	
Code Enforcement If No, does vendor propose partner?	Y	
Plans Review If No, does vendor propose partner?	Y	
Electronic Plans Submittal? If No, does vendor propose partner?	Y	
Contractor Portal If No, does vendor propose partner?	Y	

Proudly Serving:

Parishes: Assumption • Lafourche • St. Charles • St. James • St. Mary • St. John • Terrebonne

Municipalities: Baldwin • Berwick • Franklin • Golden Meadow • Gramercy • Lockport • Litcher • Morgan City • Napoleonville • Patterson • Thibodaux

Module: Citizen Portal	Y/N	Comments
Forward Facing/ Web Based If No, does vendor propose partner?	Y	
Work Order Generation/Tracking If no, does vendor propose partner?	Y	

Module: Finance	Y/N	Comments
General Ledger If No, does vendor propose partner?	N	We will integrate with any partner of your choice
Purchase Orders If No, does vendor propose partner?	N	We will integrate with any partner of your choice
Accounts Payable If No, does vendor propose partner?	N	We will integrate with any partner of your choice
Accounts Receivable and Cashiering If No, does vendor propose partner?	Y	
Business Licensing If No, does vendor propose partner?	Y	
Fixed Assets If No, does vendor propose partner?	Y	
Check Reconciliation If No, does vendor propose partner?	N	We will integrate with any partner of your choice
Central Cashiering If No, does vendor propose partner?	N	We will integrate with any partner of your choice

Module: Human Resources	Y/N	Comments
Applicant Tracking/ Management If No, does vendor propose partner?	N	We will integrate with any partner of your choice
Employee Master File If No, does vendor propose partner?	N	We will integrate with any partner of your choice

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Municipalities: Baldwin • Berwick • Franklin • Golden Meadow • Gramercy •

Lockport • Litcher • Morgan City • Napoleonville • Patterson • Thibodaux

New Employee Checklists If No, does vendor propose partner?	N	We will integrate with any partner of your choice
Integration with MS Outlook If No, does vendor propose partner?	N	Our system provides all e-mail and reminder functionality needed. Even sending custom e-mails based on events directly to any users e-mail regardless of the system used.
Timekeeping If No, does vendor propose partner?	N	We will integrate with any partner of your choice
Electronic Payroll Processing If No, does vendor propose partner?	N	We will integrate with any partner of your choice

Module: Parks and Leisure Services	Y/N	Comments
Athletic League Scheduler If No, does vendor propose partner?	N	Willing to custom build at no additional cost
Event Registration If No, does vendor propose partner?	Y	
Facilities/ Field Rentals If No, does vendor propose partner?	Y	

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: David Smoak, Town Administrator



SUBJECT: Approval of Memorandum of Understanding between the Town of Farragut and the Farragut Business Alliance

INTRODUCTION: The purpose of this agenda item is to consider approval of a memorandum of understanding (MOU) between the Town of Farragut and the Farragut Business Alliance (FBA).

DISCUSSION: The FBA was formed in 2009 as a non-profit 501(c)6 organization whose primary mission is to help promote businesses in the Town of Farragut. Since that time, the FBA has held several community events, such as the Red, White and Blues Jam, the Farragut Food & Wine Festival, Light the Park and last years addition of Dog Daze at Village Green. The FBA also has been leading the marketing of the Shop Farragut campaign during the holiday shopping season.

The Board of Mayor and Aldermen (BMA) approved a one-year MOU with the FBA in June 2017. The attached MOU outlines the economic development initiatives the FBA will be responsible to provide for the Town of Farragut and the businesses located within the Town (see Exhibit A – Program of Work). The FBA's program of work will include helping to increase sales tax revenues and maintaining the positive values and progress of the Town of Farragut. The Town may terminate this agreement at any time during the term.

The FBA is requesting \$70,000 from the Town, which is the same level of funding as the current agreement. The FBA has given a proposed budget and how they would utilize these funds in the attachment to this report. Additional attachments to the report include: Proposed MOU and FY19 program of work.

FINANCIAL SECTION:

Account Number: 110-47200-254

Total Budget

\$88,000

Contracted Amount

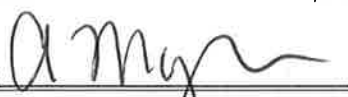
\$70,000

Expenditures YTD

\$0

Remaining Amount

\$18,000

Approved By: 

FARRAGUT STRATEGIC PLAN: Approval of this MOU will help facilitate the Town's goal of Promoting a Convenient Retail and Services Destination

RECOMMENDATION BY: Town Administrator David Smoak for approval.

PROPOSED MOTION: To approve a Memorandum of Understanding between the Town of Farragut and the Farragut Business Alliance as attached.

BOARD ACTION:

MOTION BY: _____ **SECONDED BY:** _____

<u>VOTE/TOTAL</u>	<u>POVLIN</u>	<u>MARKLI</u>	<u>MCGILL</u>	<u>PINCHOK</u>	<u>WILLIAMS</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") entered into as of the ____ day of June, 2018 by and between Farragut Business Alliance, a 501(c)6 corporation filed under the laws of the State of Tennessee ("FBA") and The Town of Farragut, a municipal corporation created under the laws of the state of Tennessee (the "Town").

WHEREAS, the Town has secured the efforts of the FBA in the past to assist it in the development and implementation of a strategic action plan designed to enhance awareness of local businesses and increase marketing using various marketing avenues and special events for the overall benefit of the Town's citizens and businesses; and

WHEREAS, the Town desires to continue a relationship with the FBA to further its economic development objectives of promoting local business through the coordination of the Town's business community to better serve the needs of the business community, to increase retail revenues by attracting the citizens of the greater Knoxville area to shop at the Town's businesses and to support the Town's efforts to retain existing businesses and recruit new ones; and

WHEREAS, FBA possesses the qualifications and desire to develop and implement a Program of Work consisting of a series of defined steps all designed to bolster economic development efforts of the Town to improve the level of business conducted within the Town; and

WHEREAS, the parties desire to memorialize herein the terms and conditions of an agreement whereby the Town commissions the FBA to undertake the process of developing and implementing the Program of Work for the Town.

NOW, THEREFORE, in consideration for the terms, conditions and agreements provided for hereinafter, the sufficiency of which are hereby acknowledged by the parties, the parties do hereby agree as follows:

1. Engagement. The Town hereby engages the FBA to perform the following services and to provide the following support to the Town and its businesses located within the Town's boundaries by implementing the steps and accomplishing the goals set out in the attached Exhibit A entitled "Farragut Business Alliance – Program of Work" (the "Program of Work"). The FBA accepts such engagement and will provide services necessary to accomplish the Program of Work with reasonable assistance of representatives of the Town in providing the FBA with relevant information possessed by the Town.

2. Term. FBA shall commence work hereunder effective July 1, 2018 and shall devote the time and attention it deems appropriate and required to accomplish the goals outlined within the Program of Work. The term of this agreement shall be one year from July 1, 2018 through June 30, 2019 except as otherwise provided in paragraph 8 below.

3. Compensation. In full compensation for the FBA's work hereunder, conditioned on approval and adoption of the Town's budget by the Board of Mayor and Aldermen during the

applicable fiscal year, the FBA shall receive the sum of \$70,000 for the term of this MOU paid by the Town, to be paid to the FBA in the manner approved in paragraph 4.

4. Manner of Payment. Subject to the provisions of this Agreement, the compensation payable hereunder shall be paid to the FBA in the sum of \$70,000 for the year from July 1, 2018 through June 30, 2019 payable in four equal quarterly installments commencing on October 1, 2018 and continuing for the following three (3) month intervals ("Quarter" or "Quarters") conditioned upon the due submission of the progress reports referred to in paragraph 5 below and pending the approval and adoption of the Town's budget by the Board of Mayor and Aldermen in the 2018-2019 fiscal year..

5. Progress Reports. FBA shall furnish Town with written progress reports at the end of each Quarter from and after July 1, 2018 (i.e., September 30, 2018, December 31, 2018, March 30, 2019, June 30, 2019, etc.). The content of the Progress Report should include a summary of the actions taken by the FBA, during the subject Quarter, in furtherance of the Program of Work. If FBA fails to furnish a Progress Report, or if it appears from the report that no progress has been made in the advancement and achievements of the Program of Work since the last Progress Report, the Town shall have the right to withhold the quarterly payment until FBA resumes progress on the work. In addition, the FBA shall, if the Town so requests, confer with representatives of the Town from time to time on matters of substance concerning the efforts that have been and will be taken to advance the goals of the Program of Work.

6. Delays in Completion. In the event contingencies arise that hinder the ability of the FBA from moving forward with the Program of Work through no fault of the FBA, the FBA shall inform the Town Administrator of such circumstances as soon as possible. The Town will take steps within its control to assist the FBA with overcoming said contingencies.

7. Independent Contractor. It is the mutual understanding of the parties that the members of the FBA are undertaking the Program of Work as independent contractors, not as employees of the Town. The FBA shall be solely responsible for reporting for tax purposes the amount received hereunder and for the payment of any taxes of every kind that may be payable because the payments provided for herein. The FBA specifically agrees to indemnify, defend and hold the Town harmless from any such taxes and related penalties, and other costs incurred by the Town including, but not limited to, attorneys' fees and costs incurred thereby.

8. Termination on Convenience of Municipality. For any reason the sufficiency of which the Town shall be the sole judge, the Town may terminate this Agreement, including, but not limited to, the non-approval of the Town's budget by the Board of Mayor and Alderman in the applicable fiscal year, refusal of the FBA to comply with any of the provisions of this Agreement or for the convenience of the Town. In such event, the payments FBA has theretofore received, plus a pro rata amount of payment as compensation for the work performed during the Quarter in which the determination to terminate is made, shall constitute the FBA's full and final compensation, and FBA shall have no further claim with respect thereto.

9. Waiver. The failure of any party hereto at any time to require performance of any of the provisions hereof shall in no manner affect the right to enforce same.

10. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Tennessee, without regard to rules concerning conflicts of law.

11. Further Assurances. The provisions of this Agreement are intended to be self-operative and shall not require further agreement by the parties except as otherwise specifically provided herein. Nevertheless, all parties agree to cooperate fully to execute any and all supplementary documents, and to take all additional actions that are consistent with and which may be necessary or appropriate to give full force and effect to the basic terms and intentions of this Agreement.

12. Severability. Any provision of this Agreement which is prohibited or unenforceable in any jurisdiction shall not invalidate the remaining provisions hereof, and any such prohibition or unenforceability in any jurisdiction shall not invalidate or render unenforceable such provision in any other jurisdiction.

13. Assignment. FBA shall not assign, transfer or otherwise dispose of any of its rights, duties or obligations hereunder without the prior written consent of the Town. Any attempted assignment without such prior written consent shall be void *ab initio*.

14. Binding Effect. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto, their respective personal representatives, successors and assigns.

15. Entire Agreement. This Agreement constitutes the entire agreement of the parties hereto with respect to the transaction contemplated, and supersedes all prior agreements, understandings, negotiations, both written and oral, among the parties with respect thereto.

16. Amendments. This Agreement may be amended only by a written instrument duly executed by all parties or their respective successors, assigns or legal representatives.

This Agreement entered into as of the day and year first above written.

Farragut Business Alliance:

TOWN:

Ronald Pinchok, Mayor

As to form:

Thomas M. Hale
Town Attorney

10. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Tennessee, without regard to rules concerning conflicts of law.

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This Agreement entered into as of the day and year first above written.

Farragut Business Alliance:



Herc Ligdis, President

TOWN:

Dr. Ralph McGill, Mayor

As to form:

Thomas M. Hale
Town Attorney

2018-19 Farragut Business Alliance Program of Work

Mission: Positively impact Farragut's economic growth by assisting new businesses, supporting and promoting existing businesses and, in coordination with the Town of Farragut, aiding in the economic development and promotion of the community.



Goal #1: Positively impact the amount of sales tax dollars collected in the Town of Farragut.

1. Objective: Position SHOP FARRAGUT as a top-of-mind brand.

- a. Continue branding all Farragut Business Alliance initiatives as a SHOP FARRAGUT program or project.
- b. Make personal visits to Farragut Merchants insuring SHOP FARRAGUT objectives are acknowledged and achieved.
- c. Content & Communications Committee is to:
 - i. Analyze Social Media current use and integration.
 - ii. Increase Facebook, Twitter, Instagram followers by 10% annually from a current baseline total of 2300.
 - iii. Heavily cross-promote member events, specials and milestones.
- d. Tweak website
 - i. Explore strategies to increase unique web site visits.
 - ii. Ensure communications with business and non-business (churches, civic groups, schools, non-profits, neighborhood associations, etc.) sectors of the Farragut population.
- e. Integrate the SHOP FARRAGUT logos into all activity, over all promotion channels, and through all media.
- f. Use public service and paid advertising opportunities highlighting SHOP FARRAGUT to open new avenues for small business to get their message out by creating co-op or underwritten options for them to choose from. (i.e. SHOP FARRAGUT page in *Farragut Living Magazine*).

2. Objective: Plan and successfully execute the 2018 SHOP FARRAGUT HOLIDAY CAMPAIGN (Friday November 16, 2018 through Wednesday January 2, 2019).

- a. Continue with existing advertising campaign and special underwritten publication in the Farragut Press.

- b. Develop similar “underwriting” options with other media.
- c. Add SHOP FARRAGUT generic radio options.
- d. Add FACEBOOK and/or TWITTER campaign ads.

3. Objective: Plan and successfully execute four currently recognized annual community events in the Town of Farragut.

RED WHITE & BLUES JAM II – July 7, 2018

DOG DAZE II – August 17 to 19, 2018

LIGHT THE PARK – November 26, 2018

FARRAGUT FOOD AND WINE FESTIVAL – May 3, 2019

- a. Explore ways to integrate more retail and/or promotional opportunities for Farragut businesses to participate in these events.

4. Objective: Create or partner with other like-minded organizations to implement and market at least two location-centered Retail-events to bring consumers directly to the doors of businesses.

- a. “Tennessee Sports Medicine Group Farragut 13.1/Relay/5K/Kids Run” – Saturday October 27, 2018, jointly conducted with the Knoxville Track Club in the Village Green Shopping Center parking lot @ PLANET FITNESS.
- b. A “Winterfest” holiday event is under consideration for the West End Shopping Center.
- c. These scheduled events are examples of what will be explored for Retail Events, yet to be determined.

5. Objective: Assist the Town in shaping positive public opinion regarding conducting business in Farragut.

- a. Serve on the Town Economic Development Advisory Committee.
- b. Support recommendations and initiatives from the Town Department of Leisure Services.
- c. Support the Town Tourism & Marketing positions.
- d. Engage in ongoing public relations efforts to help position Farragut as a business-friendly community.
- e. Be open to and develop strategic partnerships, especially as they relate to advertising, promotion and recruiting (i.e. Farragut/West Knox Chamber, Greater Knoxville Hospitality Association, etc.); to increase exposure and identify potential opportunities for retail, restaurant and tourism growth.
- f. Continue to engage in one-to-one meetings with community and business leaders to build support.
- g. Provide proper authorities feedback from meetings as regard processes, ordinances and other issues of mutual importance to the Town and to businesses.

6. Objective: Help identify and assist new businesses endeavoring to open in Farragut.

- a. Commit to sending at least one representative to the International Council of Shopping Centers (ICSC) Conference annually.
- b. Host reception for developers, retailers, etc. during ICSC conference.
- c. Mentor new businesses as needed to support them through pre-startup processes.
- d. Advocate with the Town on behalf of new businesses on issues that might arise on a case-by-case basis.
- e. Introduce new business owners/managers to other business, civic and governmental contacts that might prove mutually beneficial.
- f. Encourage new businesses to join the Farragut/West Knox Chamber.
- g. Attend press conferences, ribbon cuttings and networking events.

Goal #2: Maintain the Farragut Business Alliance as a positive reflection of the values and progress of the Town of Farragut.

1. Objective: Ensure FBA observes prudent fiscal policies and acts as proper stewards of the Town of Farragut support continuing as a going concern.

- a. Maximize FBA board composition and involvement to reflect a variety of businesses, locations and interests within the Town of Farragut and ensure that board works productively achieving objectives.
- b. Secure \$25,000.00 in organizational sponsorship dollars for the 2018 Budget.
 - i. Actively identify and secure supplemental funding to leverage Town's investment.
- c. Report to the Town's Economic Development Committee (or other committees as identified by Town) and provide regular updates.
- d. Monitor Municipal Planning Commission (the "FMPC") agendas and provide input/updates as needed.
- e. Work closely with Town administration to ensure ongoing communications and facilitate brainstorming and planning for projects and initiatives.
- f. Rotate FBA board members to ensure attendance/representation at as many BOMA and FMPC meetings as possible; report back to board.
- g. Provide an organizational report to Town during budgeting process.
- h. Hold regular FBA board meetings, as outlined in bylaws.
- i. Utilize directors as liaisons between working committees and board.
- j. Keep books monthly and ensure 100% on-time filings for relevant IRS and State of Tennessee forms and reports.

Farragut Business Alliance
Proposed Budget
Town of Farragut
July 1, 2018-June 30, 2019
Fiscal Year

Income:

Sponsorships	\$25,000	
Booth/vendor fee	\$ 4,000	
Town of Farragut Grant	\$70,000	
Events	\$10,000*	
 Total Income		\$109,000

Expenses:

Accounting	\$600	
Advertising/PR	\$30,000	
Bank/Credit Card Fees	\$150	
Cell Phone/MIFI	\$1,320	
Contract Labor		
Executive Director	\$42,000	
Labor	\$12,000	
FBA & Shop Farragut Branding	\$3,000	
ICSC Trip	\$5,000	
Insurance	\$1,500	
Legal	\$250	
Memberships	\$1,250	
Misc.	\$500	
Office Supplies	\$800	
Postage/P.O. Box	\$250	
Printing	\$250	
Storage	\$1,750	
Travel	\$250	
Website/App Hosting	\$2,500	
 Total Expenses		\$103,370

*Please note, event income is considered net of all expenses, each event is maintained on a separate event profit & loss spreadsheet so that individual event performance can be tracked. Event expense is not included in the above expense totals.

AGENDA NUMBER IX. E.

MEETING DATE June 28, 2018

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Allison Myers, Town Recorder

SUBJECT: Approval of Appointment to the Farragut Parks & Athletics Council

INTRODUCTION: The purpose of this business item is to appoint an applicant to the Parks & Athletics Council. The appointment will be for a two-year term, expiring in June 2020. Valerie DeBoe has applied for this appointment.

RECOMMENDATION BY: Allison Myers, Town Recorder/Treasurer, for approval.

PROPOSED MOTION: To appoint Valerie Deboe to the Parks & Athletics Council for a two-year term ending June 2020.

BOARD ACTION:

MOTION BY: _____ SECONDED BY: _____

<u>VOTE/TOTAL</u>	<u>PINCHOK</u>	<u>POVLIN</u>	<u>WILLIAMS</u>	<u>MARKLI</u>	
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____



TOWN OF FARRAGUT CITIZEN BOARD/COMMITTEE APPLICATION

Name Valerie DeBoe
Address 12607 Evans Rd Zip 37934
Home Phone 865-385-7497 Business Phone _____
Fax _____ E-mail v.deboe@gmail.com
Occupation Homemaker
Education Classes taken before raising kids in architecture and planning @UTK

Why would you like to serve on a Town of Farragut committee (attach resume or additional information if desired):
I would like to continue to serve on the board to help advocate for the citizens of Farragut who are looking to improve our town's parks and recreational facilities.

Intro to Farragut Graduate Yes ☐ No ☒

Indicate which Committee you are interested in serving:

☐	Arts Council
☐	Board of Plumbing & Gas/Mechanical Examiners
☐	Board of Zoning Appeals (BZA)
☐	Beautification Committee
☐	Museum Committee
☐	Knox County Schools Education Relations Committee
☒	Parks & Athletics Council
☐	Personnel Committee
☐	Stormwater Advisory Committee
☐	Visual Resources Review Board (VRRB)

I give my permission to the Town of Farragut to use my likeness on the web and/or Town publications. I have read and understand the Code of Ethics Ordinance and the applicable committee charter, ordinance or and/or by-laws.

Signature Valerie DeBoe Date 6/18/18

Please sign, date and return to:
Farragut Town Hall, 11408 Municipal Center Drive, Farragut, TN 37934
Fax: 675-2096 or scan/e-mail to pam.hall@townoffarragut.org